

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	August 2012	Category:	Student Policies
Name:	Student Accommodation Request Documentation Policy				

1.0 PURPOSE

Supporting documentation may be necessary when a request for accommodation is made. This Policy ensures accommodation requests are evaluated, and determination decisions are made, in accordance with supporting documentation, when supporting documentation is required.

2.0 SCOPE

This Policy applies to all University students.

3.0 POLICY

Documentation may be required from one, or more, source in order to evaluate an accommodation request. The Coordinator of Student Disability Services shall determine whether supporting documentation is necessary to evaluate a request for accommodation.

Students seeking accommodation may be asked to provide supporting documentation when requesting an accommodation. Documentation will be kept confidential and will be used to establish whether or not the requesting individual has substantial limitation in a major life activity and whether the request accommodation is appropriate and reasonable given the circumstances. To be most helpful and informative, supporting documentation, regardless of the source, should contain following six features:

1. Diagnostic statement identifying disability, date of current diagnostic evaluation, and date of original diagnosis.
2. Description of diagnostic criteria or diagnostic tests used.
3. Description of how disability affects one of major life activities and current functional impact of disability.
4. Treatments, medications, assistive devices/services currently prescribed or in use.
5. Description of expected progression or stability of impact of disability over time should be included.
6. Information describing certification, licensure, and/or professional training of individuals conducting evaluation.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS