

STUDENT ACCESSIBILITY CENTER

TEMPORARY ARRANGEMENT DOCUMENTATION GUIDELINES

POLICY

Documentation is a key component of a student's application for temporary arrangements. Accessibility specialists utilize documentation to better understand the recent impact of a student's disability(s). Students must submit sufficient documentation to the SAC in order to receive temporary arrangements.

Documentation should...

- contain a diagnosis of a temporary disability
- verify the nature and extent of the temporary disability's impact
- support the need for a specific temporary request
- describe the recent impact of the temporary disability conditions
- contain an end date of the temporary arrangement
- contain a signature from an appropriate licensed professional
- contain the licensed professional's license number
- be typed on letterhead
- be un-editable

The SAC may request additional documentation at any point in a student's temporary arrangement request process.

PROCEDURE

The SAC provides a **Disability Verification Form** as an option for students seeking documentation from their professional provider. This document is available on the SAC's website and the Accommodate Resource Library.

Students will apply for temporary arrangements and then upload documentation.

Reviewing Documentation:

In determining the sufficiency of documentation, the following process will ensue:

1. The student will apply for temporary arrangements through the SAC's accommodation database, Accommodate: [SAC Application](#)
2. The student will upload documentation directly to the application, email it to the SAC, fax it to the SAC, or bring a copy to the SAC in person. An initial appointment for a temporary

arrangement request may not be scheduled if the SAC has not received sufficient documentation from the student.

3. The SAC will review the student's application and documentation according to the requirements listed above.
 - a. If the student's documentation is determined to be sufficient, the SAC will email the student's official LUC email address with an invitation to schedule an initial appointment.
 - b. If the student's documentation is determined to be insufficient, the SAC will email the student with a notification that additional documentation is required to move forward with their application. Once the student has uploaded sufficient documentation, step 3a will ensue.

Note: If a student feels their documentation has been inaccurately deemed insufficient, they should follow the Appeal Process located on the SAC's website and the Accommodate Resource Library. If a student encounters challenges with obtaining sufficient documentation or has other concerns, they should contact the SAC at (773) 508-3700 or sac@luc.edu as soon as possible.