



Documentation Guidelines Temporary Disability

Students with temporary injuries (broken bones, recovery from surgery, etc.) are not eligible for formal accommodations, but may benefit from services the Office for Students with Disabilities can coordinate, such as extra time for examinations, use of a scribe, and note taking assistance. Students with such injuries seeking academic assistance should provide supportive documentation to the Office for Students with Disabilities. The information that should be included in such documentation is outlined below. All documentation submitted to the Office for Students with Disabilities is considered confidential. Individual faculty members have discretion as to whether allowances will be made for missed classes and/or fulfilling course requirements (examinations, presentations, participation, etc.) due to temporary injury or illness. A verification form is also available to provide guidance in the assessment process.

1. **Diagnosis, Injury, and/or Condition:** based on a formal assessment by a qualified provider (physician, nurse practitioner, physical or occupational therapist, surgeon, etc.).
 - a. Date of Diagnosis
 - b. Approximate duration of diagnosis/injury/condition, including estimated start and end dates.
2. **Functional Limitations:** Information on limitations associated with diagnosis, injury, and/or condition.
3. **Accommodations:** Recommended adjustments.

All documentation must be submitted on the official letterhead of the professional describing the disability. **The report should be dated and signed and include the name, title, and professional credentials of the evaluator, including information about license or certification.** Evaluators should not be related to the individual being assessed. The Office for Students with Disabilities will make the determination regarding whether accommodations are reasonable in the college environment.