Seattle Pacific University Guidelines Regarding Documentation of a Physical/Medical Disability

Students who are seeking support services from Seattle Pacific University on the basis of a diagnosed physical or medical disability are required to submit documentation to verify eligibility. Documentation of a physical or medical disability consists of a type written letter/medical documentation which addresses specific academic needs of the student. The cost and responsibility for providing this information shall be borne by the student.

The following guidelines are provided in the interest of assuring the letter is appropriate for documenting eligibility. Documentation presented to Disability Support Services (DSS) will remain in a private confidential file in the DSS Office. The Director or Coordinator of DSS is available to consult with physician(s) regarding these guidelines. The letter should:

1. be prepared by a licensed professional (e.g. physician, audiologist, ophthalmologist, etc). Additional information may be necessary from other physicians or from other allied health care providers, such as but not limited to physical therapists, occupational therapists, psychologists, speech pathologists, etc.

2. be comprehensive. The documentation should provide sufficient data to support the particular academic adjustment(s) requested. Since the documentation provided constitutes the basis for determining reasonable accommodations, it is in a student’s best interest to provide recent and appropriate documentation to serve as the basis for decision making about a student’s need for accommodations in an academically competitive environment.

   The letter should be on professional letterhead, signed, and include the licensed professional’s title, license number, address, and phone number.

3. present clear and specific evidence, which identifies the individual’s disability/condition, present level of functioning and how the student’s education may be impacted.

4. provide sufficient data to support the particular academic adjustment(s) requested. The documentation should demonstrate the individual has a disability in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Requests that are not supported by proper documentation will not be approved.

Documentation of a Temporary Disability, which interferes in a student's ability to participate in programs, services, and activities for an extended period of time, will be treated on an individual basis and the guidelines for disability documentation will apply. However, the documentation provided should be very current in order to support the need for accommodation.

If there are questions regarding this policy, please contact the Coordinator for Disability Support Services at (206) 281-2272.

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