



**Muhlenberg College
Office of Disability Services
Documentation Guidelines**

Documentation and Verification of Temporary Medical Conditions

The Office of Disability Services, in collaboration with Student Health Services, may provide assistance to students who experience a temporary medical condition that impacts their ability to perform major life functions as a college student (academic and non-academic functions) While temporary medical conditions do not rise to the level of a disability as outlined in the ADA Amendment Act of 2008 (duration of less than six months), students who are recovering from surgery, an injury, or a severe illness, may be eligible for temporary assistance in academic and non-academic areas due to the significant impact of the temporary medical condition on major life functions while in its active state. Medical documentation is required and reasonable temporary services are determined on an individual, case by case basis.

Process

In order for students to receive academic or non-academic assistance, students must self-identify, and engage in an initial interview with the Director of Health Services. The Director may implement short term assistance based on the severity of the condition and the expected medical resolution. If the condition does not resolve within a short time period, or if the condition is sufficiently severe, the Director of Health services may refer the student immediately to the Office of Disability Services for a consultation.

The Office of Disability Services will conduct a detailed interview with the student to obtain a history of the medical event/illness and discuss the current impact of the condition on academic and non-academic performance. The student must provide the most recent evaluation from a licensed or otherwise qualified medical professional that includes an assessment & description of the medical condition/event and the current impact as it relates to the request for temporary services. (A brief statement written by a physician on a prescription pad is not sufficient documentation.)

The student must meet with a professional in the Office of Disability Services to become familiar with the process and procedures, to discuss temporary services, and possibly to develop a Temporary Services Plan. Through consultation with the student and an evaluation of documentation submitted, each student's needs are identified on a case-by-case basis. The evaluation process will generate a list of reasonable temporary services that will then be reviewed based on their effectiveness, needs of the affected student, maximum level of impact to mitigate the current medical situation.

Eligibility Verification and Documentation

Eligibility for temporary services due to a temporary medical condition is dependent upon the nature of the condition and its impact on the student's post-secondary experience. Documentation serves as a foundation that legitimizes a student's request for appropriate temporary services. To qualify for temporary services, a student must provide documentation of the temporary medical condition as determined by a licensed physician and/or other specialist (e.g., orthopedic specialist, neurologist, concussion specialist, audiologist, psychologist, psychiatrist, optometrist, chiropractor, etc.) who is skilled in the diagnosis of such a medical condition. The following guidelines are provided to assist the physician or specialist in creating the documentation required in order to determine appropriate temporary services.

The documentation is to be typed on letterhead with the professional's license number and must include the following:

- A clear statement of the temporary medical condition diagnosis of orthopedic/mobility disability or systematic illness and the anticipated length of the condition.
- Current impact of the temporary medical condition or systemic illness has on the student's functioning (the age of acceptable documentation is dependent upon the condition, the student's request for temporary services and the current status of the student). Therefore, temporary medical conditions that are sporadic or degenerative may require more frequent evaluation.
- A summary of assessment procedures and evaluation instruments used to make the diagnosis, including evaluation results and standardized scores if applicable.
- A description of present symptoms that meet criteria for diagnosis.
- Impact of any medications or therapies on the student's ability to meet the demands of the postsecondary environment.
- A statement of functional impact of limitation of the temporary medical condition on learning and other major life activity and the degree to which it impacts the individual in the learning context or which temporary accommodations are being requested.

Some temporary medical conditions, due to their changing nature, may warrant additional up-dated documentation in the future. They may also become a permanent condition and rise to the level of a disability. Temporary & permanent accommodations and services are always determined on a case-by-case basis. Upon receiving the medical documentation, the Office of Disability Services in consultation with the Director of Health Services, will review the need for accommodations and support services based on the individual's temporary medical condition documentation and temporary condition-based needs.