



How To Request Reasonable Accommodations at Warner Pacific University

Students with disabilities who meet the academic and technical standards required for admission or participation in Warner Pacific University's programs and activities cannot be denied access. Students with disabilities requesting reasonable academic or residential accommodations at Warner Pacific University will be considered on an individual basis pursuant to the regulations of the Americans with Disabilities Act Amendment Act (ADAAA) as well as Section 504 of the Rehabilitation Act of 1973 and Fair Housing Act of 1968. The student's condition(s) must meet the definition of a disability as described in 42 U.S. Code § 12102. *Refer to the Warner Pacific University [Disability Resource Guide](#) for additional information.*

Who Can Request Accommodations

Students with disabilities attending Warner Pacific University courses and programs. Contact the Disabilities Resource Coordinator [Jann McCaul](#) (503.517.1577) to obtain the necessary forms and initiate the process.

Documentation of Disability is Required

In order to determine if the student's condition qualifies as an ADA disability, sufficient medical documentation will need to be provided to the Disabilities Resource Coordinator (DRC) at Warner Pacific University. Medical documentation is defined as generally providing:

- A description of the nature, duration and severity of the student's disability.
- A description of the activities that the student is able to perform and/or restricted from performing in the educational environment.
- The documentation substantiates through evaluations or tests why the requested reasonable accommodations are needed.

Please read the medical documentation criteria, **on page two**, for sufficient medical documentation requirements.

Receiving Accommodations in a Timely Manner

To receive accommodations promptly, as noted on page three, the medical documents will need to be delivered to Warner Pacific University's Disabilities Resource Coordinator. The medical documents should not be sent to other campus departments as this delays the process, and other departments may not maintain the same confidential processes as the DRC.

The DRC does not provide a medical request form for documentation. Students may want to take a copy of this explanation page to the medical professional to help develop sufficient medical documentation of the disability. Most **IEPs and 504 Plans** do not meet the documentation criteria. Additional documentation may be required or requested prior to approval of accommodations.

Sufficient Medical Documentation Criteria

Students requesting **academic and classroom accommodations** should be prepared to provide appropriate medical documentation that describes the student's disability and limits to major life activities as defined by the ADA by providing the following medical documentation:

- The diagnosis is specifically stated.
- The report is current (within the past three years).
- The duration of the disability.
- Educational, developmental and/or medical history is briefly described.
- List of testing/evaluation completed that supports the diagnosis.
- Medical professional's credentials are appropriate to diagnose/treat the disability.
- Medical documentation is written on the medical professional's letterhead, dated and signed by the treating/evaluating professional. [Not a prescription pad or online form letter.]

Additional medical information that is helpful

- Description of the disabling symptoms as supported by the diagnosis.
- Functional and/or major life activity limitations are described.
- Recommended academic accommodations as warranted and reasonable.

Pursuant to the Fair Housing Act, students requesting **residential accommodations** should be prepared to provide adequate medical documentation described below. **Emotional support animal** requests may not be approved from online ESA certification/registry. The medical provider must be currently treating the student for the condition.

- The disability meets the definition of the ADA's limitation to major life activities and documentation explains the restrictions impacted by living in campus housing.
- The report is current (within the past the year).
- The duration of the disability and how long the medical provider has been treating the student's condition.
- Medical professional's credentials are appropriate to diagnose/treat the disability.
- Medical documentation is written on the medical professional's letterhead, dated and signed by the treating/evaluating professional. [Not a prescription pad or online form letter.]

Additional medical information that is helpful

- Description of the disabling symptoms the university staff should be aware of.
- Major life activity limitations are described.
- Recommend residential accommodations as warranted and reasonable.

Deliver Medical Documentation to:

Jann McCaul, M.Ed.

Disabilities Resource Coordinator

Warner Pacific University

2219 SE 68th Ave.

Portland, OR 97215

503.517.1577

FAX 503.517.1301

jmccaul@warnerpacific.edu

Timeliness of request

Insufficient medical documentation is likely to delay the request process and may not be approved until the documentation meets the criteria as described on page two of this handout. Upon receipt of sufficient medical documentation along with the student's Warner Pacific University accommodation request forms to the DRC, the documentation will be reviewed to determine the student's eligibility for reasonable academic or residential accommodations.

Accommodations may take an additional two to six weeks to establish depending on the nature of the request. In the event the student is requesting an Emotional Support Animal, animals brought into housing prior to receiving approval from the DRC may be subject to "pet fines" as described in the "The Squire - Student Handbook."

For short-term conditions or recent injury

Students without a protracted disability (i.e. sprain, broken bone, or concussion) may not be eligible for academic or residential accommodations under the ADA's definition of disability at Warner Pacific University. However, the DRC may be able to provide some temporary assistance for some types of short-term injury or temporary conditions. A medical report/letter describing the recent condition will be required.