



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 Amended 2008 (ADAA) 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 [Accessibility Services Guide](#) for additional information.*

Who Can Request Accommodations

Students with disabilities attending Warner Pacific University courses and programs. Contact the [Accessibility Coordinator](#) 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 ADAA defined disability, sufficient medical documentation will need to be provided to the Accessibility Coordinator 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.
- A substantiation through evaluations or tests of why the requested reasonable accommodations are needed.

Please read the medical documentation criteria, **on pages two and three**, for sufficient medical documentation/verification 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 Accessibility 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 Accessibility Coordinator.

Sufficient Medical Documentation Criteria

Academic Classroom Accommodations

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

- The diagnosis is specifically stated.
 - The medical provider is licensed in the state in which the student resides to provide treatment or diagnose the student for the disability.
 - The diagnosis was generated via peer-reviewed/research-validated evaluation techniques.
 - Online formats using proprietary "logic-based" types of platforms that do not conform to current American Medical Association or American Psychological Association standards may need to be evaluated by a secondary medical provider licensed to make formal diagnosis.
- The duration of the disability.
- Educational, developmental and/or medical history is/are 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).
- The report is current (within the past three years).

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.

The AC does not provide a medical request form for medical documentation of academic accommodation. 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.

The ADAA defines disability as a physical or mental impairment that substantially limits one or more major life activities. Under this definition, an impairment is a disability if it substantially limits the ability of the person to perform a major life activity as compared to the average person in the general population. The definition also takes into account any mitigating measures, such as medication or other treatment or therapies that the person is employing that may relieve the substantial limitations caused by the impairment. If the mitigating measure(s) eliminates the substantial limitations caused by the impairment, the person does not have a disability. Addiction is not considered a disability.

Deliver Medical Documentation to:

Accessibility Coordinator
Office of Student Success and Engagement
Warner Pacific University
2219 SE 68th Ave.
Portland, OR 97215

PHONE 503.517.1692
FAX 503.517.1301
accessibility@warnerpacific.edu

Residential Housing Accommodations

Pursuant to the Fair Housing Act (FHA), students requesting **residential accommodations** should be prepared to provide adequate medical verification as described below. **Emotional support animal (ESA)** requests may not be approved from online ESA certification/registry. For ESA requests, the medical provider must be currently treating the student for the condition. Documentation should generally include the following:

- How the disability meets the ADA and FHA's definition of limitation to major life activities.
- How the medical condition will be impacted by living in campus housing or campus activities, pursuant to FHA.
- 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 verification is written on the medical professional's letterhead, dated and signed by the treating/evaluating professional, or is submitted via the Support Animal Recommendation Information Form (not a prescription pad or online form letter).
- ESA documentation is prepared by a medical provider trained/licensed to provide mental health evaluations and diagnosis, and who is currently treating the student for the condition.
- The report is current (within the past three years, or the past one year in the case of ESAs).

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.

The FHA defines disability as a physical or mental impairment that substantially limits one or more major life activities. Under this definition, an impairment is a disability if it substantially limits the ability of the person to perform a major life activity as compared to the average person in the general population. The definition also takes into account any mitigating measures, such as medication or other treatment or therapies that the person is employing that may relieve the substantial limitations caused by the impairment. If the mitigating measure(s) eliminates the substantial limitations caused by the impairment, the person does not have a disability. Addiction is not considered a disability.

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Student's 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 for academic accommodations, and/or page three for residential accommodations. Upon receipt of sufficient medical documentation along with the student's Warner Pacific University accommodation

request forms to the Accessibility Coordinator, the documentation will be reviewed to determine the student's eligibility for reasonable academic or residential accommodations.

Accommodation requests should be submitted more than 30 days prior to the semester for academic accommodations, and 60 days prior for housing accommodations. Because accommodations cannot be applied retroactively and may take some time to establish, prompt communication is strongly advised. Academic accommodations may take an additional two to six weeks to establish depending on the nature of the request; housing accommodations may take a semester or longer to implement depending on the availability of rooms/units. In the event that the student is requesting an Emotional Support Animal, animals brought into housing prior to receiving approval from the Accessibility Coordinator may be subject to "pet fines" as described in the "The Squire - Student Handbook."

Short-Term Conditions or Recent Injuries

Students without a protracted disability (i.e., those with sprains, broken bones, or concussions; those recovering from infectious illnesses, surgeries, or medical treatments; or those with short-term mental health issues) may not be eligible for academic or residential accommodations at Warner Pacific University under the ADAA's definition of disability. However, the Accessibility Coordinator may be able to provide temporary accommodations for some types of short-term injuries or temporary conditions. A medical report/letter describing the temporary condition and meeting the same general documentation criteria as detailed above will be required.

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