Policy and Documentation Guidelines for Temporary Impairments

A temporary injury or impairment can, in some cases, qualify as a disability when substantially limiting to the student. Disability Resources recognizes that students with temporary injuries or impairments may need equal access to services or resources in the period of time during which they are substantially limited. The process for requesting temporary accommodations is as follows:

1. The student should complete the application for accommodations. Instructions for accessing this can be found at [www.samford.edu/dr](http://www.samford.edu/dr), click on “Requesting Accommodations.”
2. The student should submit documentation of their injury / impairment which corresponds to the guidelines listed below. DR will use this information to determine appropriate accommodations and will make every effort to accommodate temporary impairments when possible.
3. The student will be asked to meet with a Disability Resources staff member to discuss their disability and the requested accommodations.
4. Approved accommodations and procedures for notifying faculty will be reviewed with the student.

What documentation is required? Documentation should be submitted from an appropriate, licensed medical professional who is not related to the student. The documentation should be typed or printed legibly on official letterhead with date and signature, and must be recent enough to describe how the impairment affects the student currently. Each of the following should be addressed:

- diagnosis and symptoms which classify the individual as temporarily impaired / injured
- onset, nature, and estimated duration and severity of the impairment / injury
- any adverse side effects of medication or treatment that could impact the student
- identify the student’s cognitive and/or physical limitations related to an academic setting and activities of daily living; see the following examples:
  - Major life activities: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working
  - Major bodily functions: functions of the immune system, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions
- recommended assistance to accommodate the student’s limitations and length of time these accommodations will be necessary

Eligibility for services: Temporary accommodations will be established on a case-by-case basis, are not retroactive, and may be approved for one semester or less. Temporary accommodations may include assistance with note-taking, extended time on exams, use of assistive technology, etc. The university does not provide services of a personal nature, including assistance getting to or from class, transport of books or other personal items, or medical equipment such as wheelchairs. Transportation to classes may be provided to students if available and when scheduled in advance through Public Safety (726-2020).

Please return the report or address questions regarding documentation to:

Samford University Disability Resources
800 Lakeshore Dr. Birmingham, AL 35229
Phone: 205-726-4078 Fax: 205-726-2842 Email: disability@samford.edu