

Benedict College
Office of Accessibility Services and Accommodations

Documentation Requirements:

Instructions to Student: How to Obtain and Provide a Letter from a Medical Professional

Please obtain and provide a letter from a medical professional supporting the requested accommodation.

1. The student is to obtain and provide information about the student's specific recommended accommodation(s) provided on the official letterhead stationery from the student's medical professional provider stating:

1. Student's Legal name.
2. The specific recommended accommodation(s) for which the medical provider is requesting academic support for the student.
3. The reason(s) for the medical provider's request for the specific recommended accommodation(s).
4. Summary of how the student's medical condition impacts the student's ability in academics.
5. Recommended resources that would be beneficial for the student to access in academics.
6. The most recent date for the current list of specific recommended accommodation(s) to be implemented.
7. The date of the student's last consultation with the medical provider who is recommending the specific accommodation(s) to be implemented.

(Note: Incomplete information may delay the time to review the student's accommodation request.)

2. Submit the medical professional provider's letter on the official letterhead stationery that must include the following:

1. Credentials
2. Date
3. Current Contact information
4. Address
5. Telephone number
6. Email address
7. Signature

(Note: Incomplete information may delay the time to review the student's accommodation request.)

3. Upload required documentation as soon as possible, preferably, before the semester begins.

- A student must use a Benedict College valid email address.
- Documentation must be submitted to the email address:
Specialstudent.services@benedict.edu

4. A request for an accommodation is not completed until the student receives a letter stating that the requested accommodation is recommended by the Office of Accessibility Services and Accommodations.

5. Approved accommodations are not retroactive.

6. Schedule an interactive meeting:

Once you submit your required letter from a medical professional to the email address Specialstudent.services@benedict.edu, you are invited to meet with the staff of the Office of Accessibility Services and Accommodations. The purpose of this meeting is to review your documents and to discuss potential reasonable accommodation services as related to your documents.

Please feel free to email at Specialstudent.services@benedict.edu if you have any questions. We look forward to meeting with you to share information and consider potential reasonable accommodations related to your documents.

Sincerely,

Office of Accessibility Services and Accommodations