

Guidelines for Documentation of Temporary Conditions

While temporary conditions do not qualify for protection under the law, Muskegon Community College nevertheless attempts to assist students who need temporary accommodations.

Documentation of a Temporary Condition must come from a licensed professional on their official letterhead; and must contain their name, address, credentials, and a signature. The following professionals are considered qualified:

- Licensed Medical Doctor or
- Nurse Practitioner who is knowledgeable about the condition.

The documentation should be recent (in most cases, no more than three years old) and should include:

- 1) A Statement of Condition or Diagnosis, including a clear diagnostic statement describing how the condition was diagnosed and detailing the anticipated and/or typical progression or prognosis of the condition.
- 2) Diagnostic Methodology, including a description of the diagnostic criteria, evaluation methods, procedures, tests and dates of administration, as well as a clinical narrative, observation, and specific results.
- 3) Information regarding how the Condition Substantially Limits Major Life Functions, including a clear sense of the severity, frequency and pervasiveness of the condition.
- 4) Current Treatment.
- 5) Specific Recommendations for Reasonable Accommodations and an Explanation of the need for Specific Recommendations

Please forward the requested information to:

Muskegon Community College
Disability Support Services
221 S. Quarterline Road
Muskegon, MI 49442
Office: 231-777-0309
Fax: 231-777-0446
mccdss@muskegoncc.edu