

Policy:	Accommodation and Support Letters	
History:	Date of original: 3/2018	Date of revision: 4/2021, 6/2021, 4/2022
Approval:	Director, Counseling and Psychological Services Signature:	Director, Medical Services Signature:

PURPOSE: To define the parameters for accommodation and support letters from Student Health and Counseling Center (SHCC) clinicians.

POLICY: Medical and counseling clinicians do not evaluate for or grant medical withdrawals, disability claims, immigration recommendations, or fitness for duty evaluations. Letters for academic accommodation consideration will be provided in some circumstances, and only in the event that a treatment relationship has been established with a medical or counseling clinician, and in the case of counseling, with approval from the Counseling and Psychological Services (CAPS) Director or designee. A letter from a medical or counseling clinician will NOT be provided to students who have not received previous services at SHCC.

If a letter is provided, it will be given directly to the student, who will then be responsible for getting it to the concerned party. **The letter request must be made at least five (5) business days in advance of when it is needed. Letters must be on SHCC letterhead, and dated and signed by a licensed provider.**

In lieu of a letter, any student who has received services at SHCC may receive a verification of service dates by filling out a records request form. If a clinician is not able to provide a letter of accommodation, a student may submit a verification of service dates at his or her own discretion.

Medical and counseling providers do NOT write letters of accommodation for service or emotional support animals.