

Appeal For Denied Handicapped Parking Permit: Guidelines

The following guidelines are provided to allow individuals an appeal of a decision denying issuance of a handicapped San Jose State University “D” permit. “D” permits are issued to students, staff and faculty who submit appropriate documentation of their disability. This documentation must be relevant, legible, current, written in English and specify the nature of the mobility impairment and how it affects mobility.

To appeal a decision individuals must submit an appeal in writing to the Disability Resource Center (DRC) along with the additional medical documentation requested. The documentation must meet the following criteria:

1. A medical diagnosis, which must be determined by a licensed physician and submitted on professional letterhead. The diagnosis must be based upon history and treatment for a medical condition that adversely affects mobility.
2. Documentation must include an evaluation of the impact on the individual of both the diagnosed condition and any prescribed medications. This evaluation must include an explanation of the functional limitations of the disability and address how the impairment substantially limits the individual’s major life activity of walking.
3. Indicate whether condition is short-term (less than 90 days), or long-term (more than 90 days).

Written appeals need to accompany the material(s) being submitted and will be replied to within 10 working days from the date of receipt.