Disability Services provides academic accommodations and support services to provide equal access to educational opportunities to Xavier students with documented disabilities as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Students requesting accommodations on the basis of mental health disability must provide current documentation from a licensed clinical professional who has relevant experience in differential diagnosis and the full range of mental disorders (i.e., licensed clinical psychologist, psychiatrist, or licensed clinical social worker). Please note that this office WILL NOT accept documentation provided by a member of the student's family.

The Required Information to be provided by the Certifying Professional must be on official letterhead and signed by the certifying professional. The letter should include the following information:

1. Applicant’s name and date of birth.

2. State and date the applicant's current diagnosis (es) as per the Diagnostic and Statistical Manual-5 (DSM-5).

3. Indicate the nature, frequency, and severity of the symptoms upon which the diagnosis was based. Please note that a diagnosis without explicit listing of current symptoms is not sufficient.

4. How long have you treated this applicant? Please include the date of the last appointment. If applicable, list the prescribed medications and dosages.

5. Indicate how the current behaviors, medication, and the presenting symptoms may negatively impact the applicant's academic functioning.

6. Based on the diagnosis, suggest how the specific effects of the disability may be reasonably accommodated and how the effects of the disability are mitigated by the recommended accommodations.

7. If available, please attach a clinical summary or a psychological evaluation.

For questions, contact the Learning Assistance Center at 513-745-3280.

Documentation can be submitted to:

Cassandra Jones, Assistant Director of Disability Services
Xavier University
Learning Assistance Center, CLC Suite 514
3800 Victory Parkway
Cincinnati, Ohio 45207-1131
Fax: 513-745-3387