



Xavier University is committed to ensuring that qualified students with documented disabilities receive reasonable and appropriate accommodations. Academic accommodations and support services are provided to ensure equal access to educational opportunities to Xavier students with disabilities. The mandate to provide reasonable academic accommodations does not extend to adjustments that would “fundamentally alter” the nature of the course, course components or course requirements.

In order to fully evaluate a student’s request for academic accommodations or auxiliary aids and to determine eligibility for services, documentation of the student’s disability is required. Eligibility for accommodations under Section 504 of the 1973 Rehabilitation Act, the Americans with Disabilities Act, Amendment Act (ADAA) are based on the existence of a physical or mental impairment that substantially limits a major life activity affecting one’s ability to fully participate in academic and/or campus life. The documentation must include evidence of both a disorder and indicate relevant functional limitations to a major life activity such as reading, writing, walking, seeing, and caring for oneself, performing manual tasks, eating, speaking, breathing, hearing, learning, concentrating, thinking, and communicating. Accommodations are provided in response to the functional limitations of a disability as they clearly intersect with academic demands and designed to provide equal access. Documentation is needed to determine appropriate and reasonable accommodations.

Students requesting accommodations on the basis of a Traumatic Brain Injury must provide an appropriate diagnostic evaluation administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, psychologists, neuropsychologists,). The Required Information must be on official letterhead stating the applicant’s name and date of birth and must be signed and dated by the certifying professional.

The diagnostic report must include:

1. Clear disability diagnosis, including a clinical history that establishes the age of the student at the initial date of diagnosis, last contact with the student, and any secondary conditions that might be present.
2. Procedures used to diagnose the disability.
3. Description of any medical and/or behavioral symptoms associated with the disability.
4. Discussion of medications, dosage, frequency, and any adverse side effects attributable to their use.
5. Clear statement specifying functional limitations (i.e., substantial limitations to one or more major life activities and degree of severity) due to the disability and/or medications for which the student may require accommodations.
6. Recommendations for accommodations, including rationale.

**XAVIER UNIVERSITY**

Documentation can be submitted to:

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