



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.

The Required Information to be provided by the Certifying Professional must be on official letterhead and signed and dated 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 or previous version).
3. Please attach a clinical summary or a psychoeducational evaluation that supports the stated diagnosis. These materials must include: evidence of early impairment, a diagnostic interview, assessment tools and test data that support the ADHD diagnosis and the date when the last evaluation was conducted.

The report must describe the extent to which the symptoms of the stated diagnosis would negatively impact the academic performance for which accommodations are being requested.

For assistance with this process, call the Office of Disability Services at (513) 745-3280 or e-mail [disabilityservices@xavier.edu](mailto:disabilityservices@xavier.edu).

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

**XAVIER UNIVERSITY**