**Documentation Required**

To initiate services according to the University of Cincinnati policy, students must self-disclose their disability and provide documentation that provides a current view into the student’s level of functioning and describes their disability, in one of the following forms:

- **Visual Disability**  
  A copy of the most recent eye examination which should include diagnosis and visual acuity

- **Physical Impairment**  
  A diagnosis of the physical impairment and description of functional limitations – appropriate accommodations will be based on each individual’s case

- **Hearing Disability**  
  A copy of the most recent examination which might include a diagnosis with etiology, degree, type, and configuration of loss

- **Psychological Disability**  
  A letter from a licensed mental health professional stating the diagnosis and characteristics of the disability

- **Learning Disability**  
  The results of the most recent Multi-Factor Evaluation (MFE) battery which includes documentation of the disability and appropriate accommodations or alternate form of educational testing

- **Chronic Illness**  
  A letter from the primary care provider stating the diagnosis and impact of the disability, including limitations

- **Attention Deficit Disorder**  
  A copy of the most recent documentation of diagnosis of ADD or ADHD which includes the Diagnostic and Statistical Manual (DSM-IV) diagnosis and symptoms

Students with other types of disabilities should consult the Director of Disability Services to determine the type of documentation needed. Students who require services due to a temporary disability must also contact the Director of Disability Services with proper documentation to obtain temporary accommodations. The intent of the Disability Services Office is to ensure that those with identified disabilities receive services appropriate for the characteristics of the disability.

There are form templates available as a guide on the Disability Services Website at [www.ucclermont.edu/dso](http://www.ucclermont.edu/dso).

Please note: Documentation must be received in our office before accommodations are identified. Exceptions to this policy are on a case-by-case basis.