



**Academic Excellence and Support Services**  
**Department of Student Services**  
**Division of Student Affairs and Services**  
University of Cincinnati  
210 University Pavilion  
PO Box 210213  
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## **Disability Services Office Documentation Guidelines**

In order for our office to provide the most appropriate, most reasonable accommodation, we would prefer to receive documentation that follows the guidelines listed below. Once the documentation is provided, an intake will follow to discuss the impact of the disability within the academic environment. Please contact our office if you have any additional questions or comments.

### **Guidelines:**

Documentation from a qualified professional should be recent (3 years old or newer is preferred). The best quality documentation is from a licensed or credentialed professional with expertise in the diagnosed area of disability (e.g., a psychologist should not diagnose an orthopedic disability). Documentation should include the following:

- A clear diagnostic statement that describes when and how the condition was diagnosed and provides information on the impact of the disability
- A description of the diagnostic methods (if applicable) should be included
- Documentation should contain a description of how the condition will impact the student within the academic or collegiate environment
- Documentation should list recommendations for reasonable accommodations

Documentation can be faxed or mailed to our office. Our fax number is: 513-556-1383. If you have questions, please feel free to call our office at: 513-556-6823.

Thank you.

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