

Welcome to the Office of Disability Services (ODS)!

This is the first step in requesting accommodations. You can apply for Academic Accommodations by submitting a Psychological Educational Assessment: must have been completed within the past 3 years, or your current provider can complete the XULA Certificate of Disability Form (COD). To Apply for Housing Accommodations or Dining Room Accommodations, please have your provider complete the applicable form from the Office of Disability Services Website.

www.xula.edu/center-of-health-wellness/disability-services/index.html

Select the tab that says Housing

The XULA COD follows this page with the Release of Information Form. Please see the type of providers we accept signatures from. Registration is a one-time process. However, students must request Academic and Dining accommodations each semester. Housing accommodations are updated yearly.

The approval of housing accommodations does not guarantee the availability of housing. Housing is based on availability; at the time the student receives an approval notification by email. ODS cannot assign rooms or roommates.

Steps to Apply

*** Processing can take 2-4 weeks***

- **Academic Accommodations-** Please provide a Psychological Educational Assessment w/Release of Information form or the XULA COD w/ Release of Information form.
- **Housing Accommodations-** Please provide a Housing form w /Release of Information form, including documentation/recommendations from your medical provider. This form is required for all Housing Accommodations. For an ESA/Service Animal, please include the XULA pet registration form, pet immunization records, and a current photo of the pet. Physician letters must contain, contact information, address, phone number and license credentials.
- **Dinning Accommodations-**Please provide the Dinning form w/Release of Information form
- If submitting a COD, students must complete page 1 of the COD. Your provider must complete the additional pages.
- Complete the Release of Information Form.
- Parents or legal guardians must sign the form if you're under 18
- Visit the XULA patient portal to submit forms **xula.studenthealthportal.com**
- Select the accommodation tab, then select application
- Complete the short application, upload your documents for processing
- You will receive an email notification informing you of the decision



XAVIER UNIVERSITY OF LOUISIANA
Office of Disability Services
 7800 Washington Ave Room 215
 New Orleans, Louisiana 70125-1098
 (504) 520-7607 • xula.studenthealthportal.com

CERTIFICATE OF DISABILITY

The Office of Disability Services Student Documentation Form

Dear Student,

This form is designed to provide The Office of Disability Services with confirmation that you have a disability and with information on how your disability will impact your studies at the university. See last page for more information on documentation for a learning disability, ADHD and psychiatric/psychological disabilities.

The mandate of The Office of Disability Services is to provide reasonable and appropriate academic accommodations while maintaining academic integrity of the degree. The Office of Disability Services will use the information provided by your health care provider to work with you to determine what accommodations you will need while you are studying. Please bring this form to a health care professional who knows you well.

Disclosing a mental health diagnosis is a choice and is **not** required to receive accommodations. Please indicate below if you give consent for your regulated health care provider to disclose your diagnosis.

***This form must be completed by a qualified healthcare provider. Please see the accepted providers. (Health Care Providers must be certified/accredited in one of the following categories below:**

- **Medical Doctors- PHD, DO, MD.**
- **Behavioral Health Providers-Ph.D., Psy.D., PMHNP, LCSW, Educational Diagnostician**
- **Pathologist Specialist- MS.CCC-SLP, PHD CCC-SLP**

ATTENTION HEALTH CARE PRACTITIONER: If you are preparing this form for a student registering with The Office of Disability Services, the student has a separate questionnaire that they must complete and submit to The Office of Disability Services. If you will be submitting this form directly to our office on behalf of the student, please mail to: **Disability Services, 1 Drexel Drive, Box D, New Orleans, LA 70125-1098**

STUDENT INFORMATION - Please Select your status below

Freshman Sophomore Junior Senior COP P1 P2 P3 P4 Grad Student Other

Date of Request _____ Semester: Fall _____ Spring _____ Summer _____ Year: _____ Date of Birth: ____ / ____ / ____

Student Name: _____ Student ID Number _____

Email: _____ Contact Phone Number: _____

What accommodations are you requesting? _____

RELEASE OF INFORMATION (Please indicate below if you give consent for your healthcare provider to disclose your diagnosis)

I hereby authorize my Health Care Practitioner named here: _____ to share information concerning the functional impact(s) of my disability (ies) with The Office of Disability Services at Xavier University of Louisiana.

Student's Signature: _____ **Date** _____

CONSENT TO DISCLOSURE OF MENTAL HEALTH DIAGNOSIS TO THE OFFICE OF DISABILITY SERVICES

I consent to my mental health diagnosis being identified on this form and provided to The Office of Disability Services at Xavier University of Louisiana.

Student's Signature: _____ **Date** _____



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CERTIFICATE OF DISABILITY

Student Name: _____ Student ID Number _____

Health Care Provider with Authority to Make a Relevant Diagnosis

You have been asked by a student who wishes to register with The Office of Disability Services at the Xavier University of Louisiana to complete the enclosed documentation. The Office of Disability Services supports students who **require academic accommodation for a permanent or temporary disability**. Interim accommodations may be provided for students being assessed for mental health disabilities.

The purpose of the documentation is to enable the Office of Disability Services to recommend reasonable and appropriate academic accommodations for students with disabilities who experience functional restrictions and limitations affecting their performance in academic classroom/lab. The post-secondary environment involves taking examinations, and generally assuming personal responsibility for one's higher education pursuits

We rely on your detailed knowledge of this student's disability, including a list of the functional limitations and restrictions that may impact on their learning and demonstrating their knowledge and skills.

Documentation must be provided by a regulated Health Care Practitioner licensed to diagnose.

HEALTH CARE PRACTITIONER INFORMATION

Name of Health Care Practitioner <i>(please PRINT):</i>					
Facility Name and address - <u>Please use official stamp</u> Note: If you do not have an office stamp please sign and attach your letterhead. Signatures on prescription pads will NOT be accepted.		Specialty:		<input type="checkbox"/> Optometrist <input type="checkbox"/> Physiotherapist <input type="checkbox"/> Psychiatrist <input type="checkbox"/> Psychologist <input type="checkbox"/> Rheumatologist <input type="checkbox"/> Speech Language Pathologist <input type="checkbox"/> Other regulated health practitioner: _____	
		<input type="checkbox"/> Audiologist <input type="checkbox"/> Family Medicine <input type="checkbox"/> Gastroenterologist <input type="checkbox"/> Neurologist <input type="checkbox"/> Neuropsychologist <input type="checkbox"/> Neurosurgeon <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Ophthalmologist			
Health Care Practitioner Signature:				Registration/ License No.	
Date		Telephone Number		Fax Number	

DISABILITY VERIFICATION

The provision of a diagnosis in the documentation is voluntary however, disability documentation must still confirm the student’s type of disability and the functional limitations. If the student consents, please provide a clear diagnostic statement; avoiding such terms as “suggests” or “is indicative of”. **If the diagnostic criteria are not present, this must be stated in the report.**

If the student does not permit the disclosure of the diagnosis, please verify that a disability is present. There will be some instances where a diagnosis is required to establish eligibility for specific support (e.g., funding).

Please note any multiple diagnoses or concurrent conditions.

Nature of Disability	Primary Disability <i>Indicate ONE only</i>	Date of Diagnosis Diagnosed by you <input type="checkbox"/> Yes / <input type="checkbox"/> No	Reviewed other Documentation	Other Disability(ies) <i>Indicate ALL that apply</i>	Date of Diagnosis Diagnosed by you <input type="checkbox"/> Yes / <input type="checkbox"/> No	Reviewed other Documentation
Acquired Brain Injury	<input type="radio"/>		<input type="radio"/> Yes/ <input type="radio"/> No	<input type="radio"/>		<input type="radio"/> Yes/ <input type="radio"/> No
Attention Deficit (Hyperactivity) Disorder	<input type="radio"/>		<input type="radio"/> Yes/ <input type="radio"/> No	<input type="radio"/>		<input type="radio"/> Yes/ <input type="radio"/> No
Autism Spectrum Disorder	<input type="radio"/>		<input type="radio"/> Yes/ <input type="radio"/> No	<input type="radio"/>		<input type="radio"/> Yes/ <input type="radio"/> No
Chronic Physical Illness	<input type="radio"/>		<input type="radio"/> Yes/ <input type="radio"/> No	<input type="radio"/>		<input type="radio"/> Yes/ <input type="radio"/> No
Deaf, Deafened, Hard of Hearing	<input type="radio"/>		<input type="radio"/> Yes/ <input type="radio"/> No	<input type="radio"/>		<input type="radio"/> Yes/ <input type="radio"/> No
Low Vision, Blind	<input type="radio"/>		<input type="radio"/> Yes/ <input type="radio"/> No	<input type="radio"/>		<input type="radio"/> Yes/ <input type="radio"/> No
Mental Health	<input type="radio"/>		<input type="radio"/> Yes/ <input type="radio"/> No	<input type="radio"/>		<input type="radio"/> Yes/ <input type="radio"/> No
Physical Mobility	<input type="radio"/>		<input type="radio"/> Yes/ <input type="radio"/> No	<input type="radio"/>		<input type="radio"/> Yes/ <input type="radio"/> No
Other*	<input type="radio"/>		<input type="radio"/> Yes/ <input type="radio"/> No	<input type="radio"/>		<input type="radio"/> Yes/ <input type="radio"/> No

***Reminder: For ADD/ADHD, LD and psychiatric / psychological disabilities see documentation guidelines on pages 10 - 11. A regulated Health Care Practitioner may make an ADD/ADHD diagnosis.**

Diagnosis: DSM / ICD (text and code) _____ Date of Diagnosis: _____

Date of Last Clinical Contact w/ Student _____

DURATION:

- Permanent disability** with on-going (chronic or episodic) symptoms (that will impact the student over the course of their academic career and is expected to remain for their natural life).
- Temporary** with anticipated duration from: ____/____/____ to ____/____/____ (Year, Month, Day).

If duration is unknown, please indicate reasonable duration for which the student should be accommodated/supported (please specify): _____ (number of weeks, months) **or term ending:** Spring Summer Fall

- Must be reassessed every _____ due to the changing nature of the illness or requires follow up for monitoring.
- I am in the process of monitoring and assessing** the student’s health condition to determine a diagnosis and this assessment is likely to be completed by (Please Note: Updated documentation will be required to continue to provide academic accommodations).
- Date of Next Clinical Assessment** ____/____/____ (Year, Month, Day), Interim accommodations may be provided during the assessment period. Updated documentation will be required to provide continued accommodation.

CLINICAL METHODS TO DIAGNOSE DISABILITY AND IDENTIFY FUNCTIONAL LIMITATIONS

How did you arrive at this diagnosis? Select all that apply:

- Clinical Assessment.** (please provide a copy of the Assessment) Dates: _____
- Diagnostic Imaging/ Tests.** Please indicate all that apply: MRI CT EEG X-Ray
- Neuropsychological Assessment** (please provide a copy of the report which includes the list of tests completed and the scores)
- Psychiatric Evaluation.** (please provide a copy of the evaluation) Dates: _____
- Psycho-Educational Assessment** (please provide a copy of the evaluation report)
- Behavioral Observations:** _____
- Other:** _____

Functional Limitations: (Please describe)

ACQUIRED BRAIN INJURY/CONCUSSION

Date of Acquired Brain Injury/Concussion: _____

Prior history of Acquired Brain Injury/Concussion? Yes No Unknown

Description of the current injury and its impact on functioning i.e., the ability to meet academic/placement and other related student obligations:

HEARING Please attach a copy of the most recent audiogram. Symptoms are: Stable Progressive

	Left Ear	Right Ear
Hearing loss (specify type and severity)		
Tinnitus (please check)		
Other (please specify):		
Does the student's hearing fluctuate? Is so, please describe:		

VISION Symptoms are: Stable Progressive

Dx: _____

	Visual Acuity	Visual Acuity – Best Corrected	Visual Field	Visual Field – Best Corrected
OD				
OS				
OU				

CURRENT TREATMENT			
Treatment	Start Date	Anticipated End Date	Frequency
Chiropractic Therapy			
Massage Therapy			
Neuropsychological Assessment/Counseling			
Occupational Therapy			
Outpatient ABI Treatment Program			
Physiotherapy			
Psychotherapy			
Speech Language Therapy			
Other			

How long have you been treating the student? _____ First visit: _____ Last visit: _____

Do you monitor and or treat the student on a regular basis? Yes No

MEDICATION TREATMENT

Current Medications:

Medication Side Effects: When are adverse or side-effects of any prescribed medication likely to negatively affect the student's academic functioning: _____

Level of Impact (by medication) on Academic Functioning:

Mild Moderate Severe N/A

Please list side effects of medication(s) which may impact academic functioning:

Headaches and Migraines

<input type="checkbox"/> Headaches	Triggers:
	Impact:
<input type="checkbox"/> Migraines	Triggers:
	Impact:

SEIZURES

Type of Seizure	Management <i>(e.g., rarely occurs; well controlled with medication; needs rest or break; always call 911)</i>
<input type="checkbox"/> Focal (partial seizures), with retained awareness	
<input type="checkbox"/> Focal (partial seizures) with loss of awareness	
<input type="checkbox"/> Absence seizures (petit mal)	
<input type="checkbox"/> Tonic-Clonic/convulsive seizures (grand mal)	
<input type="checkbox"/> Atonic seizures (drop attacks)	
<input type="checkbox"/> Clonic seizures	
<input type="checkbox"/> Tonic seizures	
<input type="checkbox"/> Myoclonic seizures	
<input type="checkbox"/> Psychogenic non-Epileptic seizures	

IMPORTANT NOTICE: As this certificate covers the impact of all types of disabilities, there are questions that may not be relevant to the student. Check only the areas that apply.

VISION	Mild	Moderate	Serious	Mild to Serious	Severe	Recommendations to manage impact/What alleviates Symptoms?
Eye fatigue/strain after _____ minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Restricted ability to view screen and read academic material	<input type="checkbox"/> >1hr	<input type="checkbox"/> 30-60 mins.	<input type="checkbox"/> <15 mins.	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify): _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PHYSICAL	Mild	Moderate	Serious	Mild to Serious	Severe	Recommendations to manage impact/What alleviates Symptoms?
Ambulation <input type="checkbox"/> Short Distance <input type="checkbox"/> Other (e.g. uneven ground)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standing (e.g. sustained standing in laboratory) <input type="checkbox"/> No prolonged standing, specify mins. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sitting for sustained period of time (e.g. in lecture /exam) <input type="checkbox"/> No prolonged sitting, specify mins _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

This section to be completed by Regulated Health Care Practitioner

PHYSICAL (Continued)	Mild	Moderate	Serious	Mild to Serious	Severe	Recommendations to manage impact/What alleviates Symptoms?
Stair Climbing <input type="checkbox"/> None <input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting/Carrying/Reaching <input type="checkbox"/> No lifting/carrying more than _____ lbs. <input type="checkbox"/> Limited reaching/pushing/pulling <input type="checkbox"/> Limited ROM (specify) <input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grasping/Gripping Dominance: <input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> Minimize repetitive use <input type="checkbox"/> Limited dexterity (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Neck <input type="checkbox"/> No prolonged neck flexion <input type="checkbox"/> Reduced ROM <input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pain <input type="checkbox"/> Chronic <input type="checkbox"/> Episodic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Skin <input type="checkbox"/> Avoid contact with _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bowel and Urinary <input type="checkbox"/> Frequent (which may impact academic activities such as writing an exam) <input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stamina <input type="checkbox"/> Reduced stamina <input type="checkbox"/> Frequency of rest breaks (e.g. minutes per hour) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SLEEP CYCLES & ENERGY	Mild	Moderate	Serious	Mild to Serious	Severe	Recommendations to manage impact/What alleviates Symptoms?
Fatigue <input type="checkbox"/> Temporary due to medication side effects. Expected duration: _____ <input type="checkbox"/> Fluctuating energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sleep Disorder or difficulties _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Note: Students are encouraged to create healthy sleep habits and to discuss this with their health-care practitioner so as to minimize the impact at school.
COGNITIVE	Mild	Moderate	Serious	Mild to Serious	Severe	Recommendations to manage impact/What alleviates Symptoms?
Concentration difficulties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Difficulty with organization/time management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Low motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

This section to be completed by Regulated Health Care Practitioner

COGNITIVE (continued)	Mild	Moderate	Serious	Mild to Serious	Severe	Recommendations to manage impact/What alleviates Symptoms?
Executive functioning (ability to multitask, prioritize, organize and manage time)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Difficulty staying on and completing tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Judgement and insight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Difficulty with managing workload	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Becomes overwhelmed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Need to ask for additional clarification and feedback on performance in lab/clinical/ placements/practicum/ related learning,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other impacts and restrictions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PARTICIPATION/SOCIAL INTERACTION	Mild	Moderate	Serious	Mild to Serious	Severe	Recommendations to manage impact/What alleviates Symptoms?
Significant difficulty in social participation (<i>This may cause difficulties with participating in class and group settings</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Significant difficulty related to speaking in public or presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Difficulty understanding common social cues (<i>e.g., do not pick up on metaphors, humor, facial expressions</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other impact and restrictions:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
HEALTH & SAFETY	Comments					
Difficulty operating machinery <i>(e.g. scientific or lab equipment, engineering machinery)</i>	<input type="checkbox"/> MILD: Should only operate with minimal supervision <input type="checkbox"/> MODERATE: Should only operate with constant supervision <input type="checkbox"/> SEVERE: Should never operate, with or without supervision					
Difficulty handling dangerous or hazardous substances/chemicals	<input type="checkbox"/> MILD: Should only handle with minimal supervision <input type="checkbox"/> MODERATE: Should only handle with constant supervision <input type="checkbox"/> SEVERE: Should never handle, with or without supervision					
Student has a physical health condition such that the university may need to respond in an emergency situation if symptoms of the condition appear while the student is on campus or during fieldwork. <i>(e.g. seizure disorder, severe allergic reaction)</i>	If "Yes": please describe condition(s) and recommended response. Comments:					
Other: (please specify)						

SUPPORTS RECOMMENDED BY THE HEALTH CARE PROVIDER FOR UNIVERSITY LEARNING

Please indicate the **RECOMMENDATIONS** you have regarding necessary and appropriate services, academic adjustments or other accommodations to equalize the student’s educational opportunities at Xavier University of Louisiana. Please provide your specific recommendations (based upon your assessment, the student’s clinical and academic history, and diagnosis). The Office of Disability Services will discuss these recommendations with the student to determine an appropriate accommodation plan. Please specify.

- Extended time for testing **1.5x Time in a half**
- Extended time for testing **2.0x Double Time**
- Distraction reduced environment for testing
- Other:

Health Practitioner’s Signature:	Date:
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Instructions: To submit the Certificate of Disability form

Please visit xula.studenthealthportal.com website: Select the Accommodations Tab. This will take you directly to the Accommodations website. All first-time users to the portal, must select Application under the Accommodations Tab. Complete the short Application and the Release of information form. Please upload all documents you are providing for review. An email will be sent to your XULA email address, once you have been approved for your accommodations.

Documentation Requirements for ADD/ADHD, Learning Disabilities and Psychiatric and Psychological Disabilities

This page provides documentation requirements for Attention Deficit and Hyperactivity Disorder (ADHD) and Learning Disabilities (LD), and Psychiatric/Psychological Disabilities. Ensure you read the requirements carefully for all, as they require different documentation to be submitted to the Office of Disability Services.

Attention Deficit Disorder/Attention Deficit and Hyperactivity Disorder (ADD/ADHD)

Students requesting accommodations from the Office of Disability Services (ODS) due to a diagnosed attention deficit/hyperactivity disorder must provide current and comprehensive documentation of the disability from a Qualified Professional. A qualified professional includes the following types of licensed psychologists: clinical, educational, school, and neuropsychologist and other relevantly trained medical doctors. In order to be considered CURRENT, an evaluation must be performed **within 3 years prior to the student's request** for accommodation(s). Students must provide a **Psychoeducational assessment or the XULA Certificate of Disability form**, including the criteria for ADHD. Documentation should be no older than three [3] years old or completed at age eighteen or later. Documentation must indicate **adult functional impacts of ADHD** and as such updated documentation may be necessary. Documentation should include past history of the disorder.

Learning Disability (LD)

Students with Learning Disabilities must provide a **Psychoeducational report or the Certificate of Disability**. Documentation should be no older than five [5] years old or completed at age eighteen or later.

Note: If reports are older than five [5] years, or if students provide incomplete documentation, such as only an Individual Education Plan (IEP), only minimal accommodations may be put in place until documentation is updated.

Psychoeducational Reports for Learning Disabilities

Criteria #1: Provide a clear diagnostic statement:

The report must have a clear diagnostic statement identifying the student's learning disability. If another diagnosis is applicable, this should be stated as well.

Criteria #2: The diagnostic testing must be comprehensive:

The testing should be comprehensive and **no single test should be used in isolation** for the purpose of diagnosis. The diagnostic testing must address several domains including but not necessarily limited to:

- **Aptitude:** The Wechsler Adult Intelligence Scale - IV (WAIS IV) listing the sub-test scores is the preferred instrument. The Stanford Binet Intelligence Scale: Fourth Edition is an acceptable alternative.
- **Achievement:** A review of your academic history and an assessment of the current levels of functioning in reading, mathematics, and written language. Acceptable instruments include: Woodcock-Johnson Psychoeducational Battery - Revised: Tests of Achievement; Stanford Test of Academic Skills (TASK); or specific achievement tests such as the Test of Written Language -2 (TOWL-2), Woodcock Reading Mastery Test, or the Stanford Diagnostic Math Test.
- **Information Processing/Memory:** Relevant areas of information processing (e.g. short and long-term memory, sequential memory, visual/auditory perception, attention, fine-motor dexterity, processing speed) should be assessed using subtests from the WAIS IV or Woodcock-Johnson Tests of Cognitive Ability and should ideally include the Wechsler Memory Scales.
- **Social-Emotional Status:** Formal assessment instruments and clinical interview may be used. We are aware that social-emotional issues may occur concurrently with, or may be secondary to, learning disabilities. It is helpful to know as much about these issues as possible in order to provide the most appropriate service to you. We also request that attention be given to the

differential diagnosis of psychological disorders other than learning disabilities that may have an impact on academic performance.

- **Executive Functioning:** Formal test administration should be included in addition to self-report questionnaires. Tools such as the Wisconsin Card Sorting test; Trail Making test, Digits Forwards/backwards or Verbal Fluency Test are examples.
- **Effort Testing:** Test batteries should include formal measures of effort in the testing (such as Rey 15 item Test TOMM test) and where indicated, screening questionnaire for mood effects on performance

Criteria #3: The assessments must be no more than five [5] years before your start date at Xavier University of Louisiana:

We prefer to receive assessments that have been completed within five [5] years of your anticipated start date at Xavier University of Louisiana, though we will accept ones completed earlier to initiate accommodations. Minimal accommodations may be put in place until documentation is updated.

Criteria #4: Include all test scores/data:

This information helps us in planning an appropriate support plan and may be necessary to substantiate eligibility for reasonable accommodations.

Additional Details:

- Students with **psycho-educational reports that fail to meet the criteria** listed above may be required to undergo further diagnostic assessment prior to receiving full accommodations.
- Individual Education Plans (IEP) can be submitted as **additional documentation**
- Students with **Autism Spectrum Disorders** typically have a psycho-educational report and/or other medical documentation. If the documentation dates to childhood, supplemental documentation that outlines functional impacts will be necessary. A psychoeducational report that is not older than five [5] years or completed at the age of eighteen years of age will also be needed for consideration of test accommodations.

Psychiatric and Psychological Disabilities

The documentation, in general, must be no more than one year old, more recent documentation for some cases may be required. In addition, the documentation should specify the **psychiatric history, current mental status, and medical/neurological examination** results where appropriate. The evaluation must include DSM or ICD diagnosis, as well as recommended appropriate educational compensation strategies. All recommendations for accommodations must be specified and objective reasons provided for each. This material will be kept confidential and will be utilized only to determine the student's eligibility for accommodation or services, and the type of accommodations or level of service required.

NOTE: We have established these requirements because non-standardized tests and incomplete or outdated assessment reports do not enable our staff to accurately assess the student's accommodation needs. Our goal is to ensure equality of access and opportunity for students with disabilities by providing accommodations and services that will best assist the student in meeting the requirements of his or her particular academic program. Please note that in reviewing the specific accommodation requested by the student or recommended by the physician/evaluator, Disability Services may find that while a recommendation is clinically supported, it is not the most appropriate accommodation given the requirements of a particular student's academic program. In addition, in light of our considerable experience in providing accommodations, Disability Services may also propose clinically supported accommodations that would be appropriate and useful for the student, but which neither the student nor the evaluator have requested.



Office of Disability Services
Xavier University of Louisiana Convocation Annex
7800 Washington Ave Room 215
New Orleans, Louisiana 70125
504- 520- 7607

Authorization for Release of Health Information and Consent Form

I _____, hereby understand that by signing this form, I authorize the Office of Disability Services (ODS), to disclose my academic accommodations to my professors each semester. This authorization is effective on the date signed below and continues until I revoke this authorization in writing, completion of my degree, or the end of this specific disability. I have read this agreement, and I fully understand. I do freely, voluntarily, and without coercion agree to those terms contained herein.

Otherwise, my proposed graduation date will stand as the end date of my accommodations.

Anticipated Graduation Date ____/____/____

Student Signature _____

Date ____/____/____

I also give permission for ODS staff to speak with and provide accommodation information to the following individuals, a family member, XULA Housing personnel, Deans, Medical Personnel, Sodexho Food, Physician, Psychologist, etc.

You may specify below if needed

Student Signature _____

Date ____/____/____

Parent/Legal Guardian Name: (17 years and under) _____

Xavier University of Louisiana, Office of Disability Services.

Method of Delivery:

US Mail-1 Drexel Drive, Box 180, New Orleans, LA 70125 Phone- 504-520-7607