

**DISABILITY SERVICES AND PROGRAMS
UNIVERSITY OF SOUTHERN CALIFORNIA**

Guidelines for Documentation of Physical Disabilities and/or Systemic Illnesses

Physical disabilities and systemic illnesses include but are not limited to: Mobility Impairments, Carpal Tunnel Syndrome, Multiple Sclerosis, Cerebral Palsy, Chemical Sensitivities, spinal cord injuries, Cancer, AIDS, Muscular Dystrophy, and Spinal Bifida. Any physical disability and/or systemic illnesses are considered to be in the medical domain and require the expertise of a physician, including a neurologist, psychiatrist or other medical specialist with experience and expertise in the area for which accommodations are being requested.

Student Affairs

Disability Services and
Programs

Documentation must include:

1. A clear statement of the medical diagnosis of the physical disability or systemic illness.
2. A recent and updated report is desired. Documentation for eligibility should be current, preferably within the last three years (the age of acceptable documentation is dependent upon the disabling condition, the current status of the student and the student's request for accommodations).
3. A summary of assessment procedures and evaluation instruments used to make the diagnosis, including evaluation results and standardized scores if applicable.
4. A description of present symptoms that meet the criteria for diagnosis.
5. Medical information relating to the student's needs (which should include how any medication the student is taking impacts or affects the student's ability to meet the demands of the postsecondary environment).
6. The printed name, signature, title, professional credentials, address, phone number and fax number of each medical specialist involved as well as the date(s) of testing/evaluation, all on official letterhead (The following are not acceptable: physician's note on a prescription pad, lab results, clinical file notes).

Suggestions of reasonable accommodations that might be appropriate at the postsecondary level are encouraged. These recommendations must be supported by the diagnosis and current symptoms.

All documentation is confidential and should be submitted to:

Disability Services and Programs
University of Southern California
3601 Trousdale Parkway, #301
Los Angeles, CA 90089-0896
(213) 740-0776
(213) 740-8216 Fax
ability@usc.edu
[http:// www.usc.edu/disability](http://www.usc.edu/disability)