Overview of Documentation Requirements
USC Lancaster Office of Disability Services

The Office of Disability Services at USC Lancaster operates under the provisions of the Americans with Disabilities Act (ADA). Elementary, middle, and high schools operate under the provisions of the Individuals with Disabilities Education Act (IDEA). The primary differences students will encounter when attending college are:

1. In college, students must self-identify as having a disability and must provide adequate documentation of that disability.
2. Evaluation and documentation of a student’s disability are the student’s responsibility and are done at the student’s expense.
3. Students are responsible for advocating for themselves and ensuring that their accommodations plan is suitable for their needs.

Documentation requirements vary depending on the disability. General minimum documentation requirements for the most common disabilities are as follows:

Attention-Deficit/Hyperactivity Disorder (ADD/ADHD)

1. Documentation of a diagnosis of ADD/ADHD from a qualified professional.
2. Documentation must be typed on letterhead.
3. Documentation must include a detailed description of how this impairment significantly limits a major life activity in an academic setting.
4. Documentation must list any medications for ADD/ADHD and how they affect the student.

Learning Disabilities

1. Documentation must be from an appropriately credentialed psychoeducational professional.
2. Documentation must be typed on letterhead.
3. Documentation should include a description of the severity and longevity of the condition.
4. Documentation should include a report of explanations for academic problems that were ruled out, such as emotional problems, poor study skills, etc.

Psychological/Psychiatric Disabilities

1. Documentation must be from a psychiatrist, psychologist, or other practitioner who is qualified to diagnose and treat the disability.
2. Documentation must be typed on letterhead.
3. Documentation must state the qualifications of the diagnosing practitioner.
4. Documentation must include the date of diagnosis.
5. Documentation must describe how this impairment significantly limits a major life activity or activities in general, and activities in an academic setting.
6. Documentation must include a detailed description of the student’s disability and how the student’s current condition interferes with or impacts the student’s ability to participate in the educational process.

Physical Disabilities (includes neurological disorders)

1. Documentation must be typed on letterhead.
2. Documentation must state qualifications of doctor.
3. Documentation must include a detailed description of the disability, including a PDR# or a DSM IV code. It should also include the date of the diagnosis.
4. Documentation must include a detailed description of how the disability affects the student and how the condition interferes with or impacts the ability to participate in the educational process.
5. If applicable, documentation should include medical information relating to the impact of medication and/or treatment on the student’s ability to participate in all aspects (classroom, extracurricular activities) of the academic environment.
6. Documentation should include any recommendations the physician may have for appropriate accommodations within the context of the university environment.

**Other information on Admissions/Financial Aid requirements:**

1. Incoming freshmen must have a diploma or GED.
2. Incoming freshmen must take the SAT or ACT. No minimum score is required.
3. LIFE scholarship requires a 3.0 GPA on a 4.0 scale. There is no minimum SAT or class rank requirement at USC Lancaster to qualify for LIFE Scholarship.
4. Lottery Tuition Assistance is available at USC Lancaster. Students with a 2.0 GPA who have completed the Free Application for Federal Student Aid (FAFSA) may qualify.