

Documentation Guidelines for Psychiatric/Psychological Disabilities

This guideline Includes, but is not limited to: Depressive Disorders, Post-Traumatic Stress Disorder, Bipolar Disorders, and Disassociative Disorders.

A diagnosis by a licensed mental health professional including licensed clinical social workers (LCSW), licensed professional counselors (LPC), psychologists, psychiatrists, or neurologists is required and must include the license number.

The following guidelines are provided to assist the service provider in collaborating with each student to determine appropriate accommodations. Documentation serves as the foundation that legitimizes a student's request for appropriate accommodations. Recommended documentation includes:

1. A clear statement of the disability, including the DSM-IV diagnosis and a summary of present symptoms.
2. Documentation for eligibility must reflect the current impact the psychiatric/psychological disability has on the student's functioning. (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 and a summary of evaluation results, including standardized or percentile scores.
4. Medical information relating to the student's needs, to include the impact of medication on the student's ability to meet the demands of the postsecondary environment.
5. A statement of the functional impact or limitations of the disability on learning or other major life activity and the degree to which it impacts the individual in the learning context for which accommodations are being requested.

Further assessment by an appropriate professional may be required if co-existing learning disabilities or other disabling conditions are indicated. The student and the Assistant Director of AARC will collaborate regarding accommodations.