

Guidelines for Documentation of a Psychological, Psychiatric or Medical

Disability at the College Level

ON PHYSICIAN'S LETTERHEAD:

- Current documentation (usually within the past year)
- Documentation provided by a qualified professional: psychiatrist, psychologist, clinical social worker, or other mental health or medical professional
 - Must be typed on professional's letterhead
 - Must include name, title, credentials and contact information of professional.
 - Must be dated and signed.
- Comprehensive documentation must also include:
 - Specific Diagnosis
 - DSM or ICD code
 - Diagnosis
 - Description of current symptoms
 - Summary of comprehensive assessment including clinical interview, results of psychological/psychiatric evaluation, and standardized test scores, if applicable
 - Evaluation of impact on functioning in a college setting
 - History of symptoms, duration, and severity
 - Validation of need for services related to the functional impact of the disability
 - Current Treatment and Medication
 - Identification of current treatment, therapy, or interventions in place
 - Identification of currently prescribed medication and any side effects that may impact academic functioning or any other area of college life
 - **Request for specific recommendations**
 - Suggested academic accommodations justified by a link to functional limitations in the academic environment

Requested accommodations, whether academic or non-academic, must be supported by diagnostic information connecting the need to the functional impact of the disability.