Documentation Guidelines for Psychological Disabilities

Under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, individuals with disabilities are guaranteed equal access to academic programs and university services. In order to request an accommodation as the result of a psychological disability, a student must provide the Office of Disability Services (ODS) with documentation indicating that the disability substantially limits some major life activity, specifically learning.

A diagnosis of a disorder in and of itself does not automatically qualify an individual for accommodations; documentation from a qualified mental health professional must support the request for accommodations. Such documentation should include:

1. **DSM-V or ICD diagnosis (text and code)**
   a. Clear statement of the diagnosis
   b. Date of onset
   c. Date of last clinical contact – accommodations are based on an assessment of the current nature and impact of your disability. Because medical conditions may change over time, current evaluations are critical for providing reasonable accommodations. In general, evaluations should be completed within the past five (5) years.

2. **Evaluation**
   a. Completed by a qualified professional
   b. Assessment procedures and evaluation instruments that have been used to make the diagnosis
   c. Narrative of evaluation results including standardized scores
   d. Present symptoms that meet the criteria for the diagnosis
   e. Severity of symptoms
   f. Current treatment
   g. Prognosis

3. **Functional limitations**
   a. Impact on major life activities
   b. Behavioral manifestations of the diagnosis and its impact on the student within a learning context
   c. Any additional limitations
   d. Special considerations

4. **Accommodations**
   a. History of accommodations
   b. Recommendations (ODS will make the determination regarding which accommodations are appropriate)

5. **Evaluator information**
   a. Name
   b. Title
   c. License number