Documenting a Psychological Disability

Guidelines for Documenting a Psychological Disability

Students should work with their mental health care provider to submit typed documentation on official letterhead of the professional/service provider describing the disability. The provider must be a professional such as psychiatrist, psychologist, or other appropriate professional who is qualified to diagnose and treat the psychological disability. Please note that the provider cannot be a family member of the student submitting documentation.

Because mental health diagnoses may change over time, given the nature of the condition, impact of medication, and other treatments; it is helpful when documentation speaks to the current impact on the student within their living/learning environment.

The documentation should include a narrative description of the disability. The following information should be included:

1. Diagnosis, date of diagnosis, relevant medical history, and last contact with student.
2. Description of the diagnostic criteria, evaluation method, and symptoms of the diagnosis.
3. Description of current and past accommodations, services, treatment, and/or medication(s).
4. Describe the current functional limitations of the disability, including physical limitations.
5. Describe the functional impact of the condition on the academic and/or residential environment for the student.
6. Please suggest recommendations for academic and/or housing accommodations.
7. The documentation should also provide rationale that supports the type(s) of accommodation(s) being requested.

Documentation should be submitted to the Office of Academic Services via fax, mail, or in-person. The cost of obtaining professional verification is the responsibility of the student.