

DOCUMENT GUIDELINES FOR PSYCHOLOGICAL DISORDERS

Students applying for disability accommodations due to psychological disabilities must meet the DSM-IV diagnostic criteria of the American Psychiatric Association and their documentation must include the following:

1. **Documentation must be on letterhead, signed and dated by a qualified evaluator, including the credentials of the person making the diagnosis.**
2. Assessment on which the documentation is based was completed no more than **three years prior to the student's application for accommodations, OR must have been completed as an adult (18 years old or older) and still be considered current.**
3. Include **clear statement of the disability along with the DSM-IV diagnosis** along with a description of past and present symptoms meeting diagnostic criteria.
4. Provide a summary of assessment procedures and evaluation instruments use to arrive at this diagnosis.
5. Include all assessment scores supporting this diagnosis.
6. **Include a statement specifying the major life activities limiting the student and the degree of impact on the student's academic program caused by these limitations.**
7. Include medical information relating to the student's needs, along with current medication or aids used by the student and their effect on the limitations listed in #6.
8. **Specify recommendations and rationale for accommodations.**