

Documentation Guidelines
For
Psychiatric / Psychological Disabilities
(Includes but is not limited to:
Depressive Disorders, Post-Traumatic Stress Disorder,
Bipolar Disorder, and Dissociative Disorders)

A diagnosis by a licensed mental health professional including licensed clinical social workers (LCSW), licensed professional counselor (LPC), psychologists, psychiatrists, neurologists is required and must include the license number. The diagnostician should be an impartial individual who is not a family member of the student.

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, a summary of present symptoms and the impact on the current level of functioning on the student;
2. Documentation for eligibility should be current, preferably within the last three years; (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 if applicable);
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. Suggestions of reasonable accommodations that might be appropriate at the postsecondary level are encouraged. These recommendations should be supported by the diagnosis.

Further assessment by an appropriate professional may be required if co-existing learning disabilities or other disabling conditions are indicated. Appropriate accommodations are collaboratively determined by the student and the Disability Specialist at the University of Denver.