

Psychological or Psychiatric Disabilities Documentation Policy

Evaluations must be conducted by a qualified impartial professional (licensed clinical social worker, licensed professional counselor, psychiatrist, psychologist, or neurologist; not a family member). Doctor's excuses on prescription pads and handwritten letters are not sufficient for documentation of a disability.

Documentation must include the following:

- Letterhead (name, license number, area of specialization, employment address, phone and signature)
- Dates of initial testing/diagnosis and current evaluation within the last 12 months (disabilities/conditions that are sporadic, degenerative, or regenerative may require more frequent evaluation)
- A clear, specific diagnosis of the disability/illness based on the DSM-V criteria
- Description of *current* symptoms, degree of severity, and the impact the disability/illness has on learning in the post-secondary academic environment
- Statement of positive/negative effect of medication on the student's functioning in the post-secondary academic environment