

**Documentation Guidelines
For
Psychiatric/Psychological Disabilities**

(Includes but is not limited to: Depressive Disorders, Post-Traumatic Stress Disorder, Bipolar Disorders, and Disassociative Disorders)

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

The following documentation requirements will assist the service provider in collaborating with each student to determine appropriate accommodations. Documentation serves as the foundation that supports a student's request for appropriate accommodations. Recommended documentation includes all of the following:

1. A clear statement of the disability, including the DSM-IV diagnosis and a summary of presenting symptoms;
2. Documentation for eligibility must reflect the current impact the psychiatric/psychological disability has on the student's functioning, (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;
4. Medical information relating to the student's needs to include the current medications (impact and compliance with) to meet the demands of the postsecondary environment;
5. A statement of the functional impact or limitations of the disability on learning or other major life activities and how it impacts the individual in the learning environment. Include the degree of the impact as compared to the average person, i.e. mild, moderate or severe.

Further assessment by an appropriate professional may be required if co-existing learning disabilities or other disabling conditions are indicated. The student and the Disability Coordinator at Fort Lewis College will collaborate regarding accommodations.

Please Note: Not all conditions listed in DSM-IV are disabilities or even impairments for the purposes of Section 504/ADA. Therefore, a diagnosis does not in and of itself meet the definition of a disability necessitating reasonable accommodations under these laws. In order to assist this office in determining a disabling condition under Section 504/ADA and institutional policies, please address the above-listed items.