



### **Documentation Guidelines for Psychiatric/Psychological Disabilities**

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

These documentation guidelines are provided for students with a diagnosis of a psychiatric or psychological illness who are seeking classroom accommodations through the Disability Resource Office at Colorado State University – Pueblo.

A diagnosis by a licensed mental health professional including licensed clinical social workers (LCSW), licensed professional counselor (LPC), psychologists, psychiatrists, or neurologists is required.

Documentation should include the name, title, professional credentials, address, and telephone number of the practitioner as well as the date(s) of testing and diagnosis. The practitioner must be an impartial individual who is not a family member of the student.

The following documentation requirements will assist the Disability Resource Coordinator in working with each student to determine appropriate accommodations. Documentation is 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.
3. A summary of assessment procedures and evaluation instruments used to make the diagnosis. These should include a summary of evaluation results, including standardized or percentile scores (if appropriate).
4. Medical information relating to the student's needs must include the current treatment plan, current medications, and impact of the current medications (and compliance with) to meet the demands of college courses.
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. This should include the degree of the impact as compared to the average person (i.e. mild, moderate or severe).

6. Recommendations of accommodations that would be appropriate for the student based on the diagnosis and testing results.

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 Resource Coordinator at Colorado State University – Pueblo will work together to determine accommodations with the final decision made by the Disability Resource Coordinator.

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 requiring reasonable accommodations.

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