



To determine appropriate accommodations for psychological disabilities, documentation must be provided by a licensed mental health professional and must be current within the last year. Accepted providers include:

- Licensed clinical social worker (LCSW)
- Licensed professional counselor (LPC)
- Licensed psychologist
- Licensed psychiatrist

Required Elements of Documentation

- 1. Clear Diagnostic Statement**
 - a. Specific diagnosis using current DSM (Diagnostic and Statistical Manual of Mental Disorders) criteria
 - b. Include relevant diagnostic codes and terminology
- 2. Summary of Current Symptoms**
 - a. Detailed description of symptoms that meet diagnostic criteria
 - b. Approximate date of onset and current severity or frequency
- 3. Clinical History and Evaluation**
 - a. Summary of relevant historical background
 - b. Description of clinical interview(s), evaluation tools, and assessment procedures used
 - c. Any relevant test results and clinical observations
- 4. Medical and Treatment Information** – Description of current treatment regimen(s), including:
 - a. Medications prescribed
 - b. Counseling or therapeutic interventions
 - c. Potential side effects of treatment, especially those that may impact academic performance
- 5. Functional Impact**
 - a. Description of how the psychological condition limits the student in an academic setting
 - b. Specify how symptoms affect concentration, communication, test-taking, attendance, etc.
- 6. Accommodation Recommendations** – Each recommended accommodation (e.g., extended time, quiet testing space, access to professor's lecture materials) must:
 - a. Be clearly linked to the functional impact of the condition
 - b. Be supported by clinical rationale
 - c. Include recommendations for other support services, if applicable
- 7. Provider Information**
 - a. Documentation should be on the provider's letterhead, signed and dated
 - b. Must include the name, title, and professional credentials of the diagnostician

Note: An **IEP (Individualized Education Program) or 504 Plan** alone is **not sufficient** as the sole documentation for determining accommodations at the postsecondary level, although it may provide helpful context.

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