

Psychological Disorders Documentation Guidelines

Students seeking support services on the basis of a psychological disorder must provide documentation submitted by a licensed psychologist, neuropsychologist, psychiatrist, or physicians trained in psychology/psychiatry. The clinician should be an impartial individual not related to the student. It is the student's responsibility to present the documentation to the Director of Project Key.

The documentation should include the following information:

- (1) State a specific DSM-IV diagnosis of the disability. Include the date of diagnosis and the last contact with the student. It is in the best interest of the student to provide documentation of a diagnostic evaluation performed in the last six (6) months.**
- (2) Describe the symptoms which meet the criteria for this diagnosis.**
- (3) Summarize present symptoms and prognosis.**
- (4) Describe the individual's functional limitations in an academic or living environment in a post-secondary setting which are caused by the disorder. Specifically, how does this disorder interfere with the learning and living process of the student?**
- (5) List current medications, dosages and EXISTING (not possible) side effects.**
- (6) List recommendations for academic and living accommodations and/or assistive devices and the rationale for suggesting the accommodations or devices. The recommendations should be correlated with the specific, identified, functional limitations, and/or behavioral manifestations, and should include an explanation of the effect these functional limitations have on the student in the activities that are required in an academic environment.**
- (7) Establish the professional credentials of the evaluator that qualify him/her to make the particular diagnosis. Include information about license or certification and specialization. The reports must be typed on letterhead, dated and signed by the physician.**

Please call the director of Project Key, (a service for student's with disabilities), at 334-386-7185 if you have any questions or concerns.