

Documentation Guidelines for Students with Mental Health Disorders

Students who wish to request accommodations based on a mental health disorder must submit documentation from a licensed professional who is qualified to evaluate and diagnose psychiatric and psychological disorders. Information about licensure/certification, as well as the area of specialization, employment, and state or province in which the individual practices should be clearly stated in the documentation. The documentation should be in English and must be typed on the provider's letterhead.

A diagnosis documented by a family member will not be accepted due to professional and ethical considerations.

It should also be signed and dated and include the following information:

1. A diagnosis that conforms to the Diagnostic and Statistical Manual of Mental Health Disorders including relevant code.
2. Student's history with the diagnosis
3. Description of the student's functional limitations relevant to an academic setting
4. Current treatment plan and medications
5. Recommendation for accommodations
6. Justification for why the recommended accommodation is medically necessary. There must be a clear connection between the functional limitations described and the recommended accommodations.