

DOCUMENTATION GUIDELINES

PSYCHIATRIC DISABILITY

Students requesting accommodations because of a psychiatric disability must provide documentation by a qualified professional, a person who is licensed or otherwise properly credentialed and possesses expertise in the disability for which modifications or accommodations are sought. Documentation must provide evidence of a disability, and the evaluation must have occurred within the last five (5) years. More recent documentation may need to be provided depending on the nature of the academic adjustments requested.

A school plan such as an IEP or 504 Accommodation Plan is **insufficient** documentation. Clinical chart notes and/or printed electronic records from the provider's patient portal are also insufficient. A history of accommodations does not in itself warrant the provision of similar accommodations at Trenholm State Community College. The final determination of appropriate and reasonable accommodations rests with Trenholm State Community College.

Documentation must include, but is not limited to, the following elements:

1. DIAGNOSIS

- (a) Specific, current psychiatric diagnosis as per the DSM-V (including diagnostic codes). Primary and secondary Axis I and Axis II diagnoses are required.
- (b) Description of symptoms related to the diagnosis which indicate the **nature, frequency and severity** of the symptoms that the student experiences.
- (c) Date of original diagnosis, if known, and last contact with the student.

2. CLINICAL SUMMARY

- (a) The substantial limitations to major life activities posed by the disability.
- (b) A description of the extent to which these limitations would impact the academic context for which accommodations are being requested.

3. MEDICATIONS

Information about any medications the student may be taking for the disabling condition that may affect the student's ability to participate in an academic environment. Medication **cannot** be used to imply a diagnosis.

4. ADDITIONAL REQUIREMENTS

- (a) All reports must be in narrative format, **typed**, signed by the diagnosing clinician, and must include the names, titles and professional credentials of the evaluators as well as the date(s) of evaluation.
- (b) Documentation must be submitted on the official letterhead of the professional diagnosing the disability.