

## **Guidelines for Documentation: Psychological Disorders**

Students who are seeking disability support services from Vincennes University for psychological disorders are required to submit documentation to the Office of Disability Services for review. Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, students with verified disabilities who are otherwise qualified to attend the university are protected from discrimination and assured equal access to educational programs.

The diagnosis must be done by a licensed mental health professional such as a psychologist or a psychiatrist and must include the license number. The diagnostician must be an impartial individual who is not a family member of the student.

These guidelines are provided so that the Office of Disability Services can respond appropriately to the individual needs of the student. The office reserves the right to determine eligibility based on the quality of the submitted documentation and to request updated documents.

1. A clear statement of the disorder, including DSM-IV diagnosis and a summary of present symptoms, should be described.
2. Documentation for eligibility should be recent enough to describe the individual's current level of functioning. For example, if changes in medication or dosage (which could be anticipated to effect the individual's functioning) have occurred since the evaluation was done, an updated evaluation should be preformed.
3. A summary of assessment procedures and evaluation instruments used to make the diagnosis and a summary of the evaluation results, including standardized or percentile scores, should be detailed.
4. Medical information relating to the student's needs to include the impact of medication on the student's ability to meet the demands of the postsecondary environment should be provided.
5. A statement of the functional impact or limitations of the disorder on learning or other major life activities and the degree to which it impacts the individual in the learning context for which accommodations are being requested should also be included. This should also include some description of any potential impact upon the individual's ability to independently function in the campus residential community.

Further assessment by an appropriate professional may be required if coexisting learning disabilities or other disabling conditions are indicated.

The documentation must include the following information:

- a) Names of the assessment instruments used;
- b) Quantitative and qualitative information which supports the diagnosis;
- c) The areas of educational impact and the severity of the condition;
- d) Recommendations for prescriptive treatments;
- e) Notation of medications prescribed, if any, and potential impact on learning;
- f) Additional observations or recommendations which could assist us in adequately serving the student; and
- g) The names, titles, addresses and phone numbers of the evaluator(s), as well as the date(s) of testing.

Please submit documentation and/or inquiries to:

Vincennes University  
Office of Disability Services  
1002 N. First Street  
Vincennes, IN 47591  
Phone: 812/888-4501  
Fax: 812/888-2087  
[disability@vinu.edu](mailto:disability@vinu.edu)

**All documentation is confidential**