

ROCHESTER INSTITUTE OF TECHNOLOGY
DISABILITY SERVICES OFFICE

DOCUMENTATION GUIDELINES
Psychiatric / Psychological Disabilities

Psychiatric and psychological disabilities include but are not limited to: Depressive Disorders, Post-Traumatic Stress Disorder, Bipolar Disorders, and Disassociative Disorders.

A diagnosis by a licensed mental health professional including licensed clinical social workers (LCSW), licensed professional counselor (LPC), psychologists, psychiatrists, or neurologists is required and must include the license number. The diagnostician must be an impartial individual who is not a family member of the student.

The following guidelines are provided to assist the service provider in collaborating with each student to determine appropriate accommodations. Documentation services as the foundation that legitimizes a student's request for appropriate accommodations. Recommended documentation includes:

1. A clear statement of the disability, including the DSM-IV diagnosis and a summary of present symptoms.
2. Documentation for eligibility should be current.
3. A summary of assessment procedures and evaluation instruments used to make the diagnosis and a summary of evaluation results, including standardized or percentile scores.
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 post-secondary environment.
5. Suggestions of reasonable accommodations that might be appropriate at the post-secondary level are encouraged. These recommendations should be supported by the diagnosis.

September 2005