

Documentation Guidelines for Psychiatric/Psychological Disabilities

(Includes but is not limited to: Depressive Disorders, Post-Traumatic Stress Disorder, Bipolar Disorders, and Disassociative Disorders)

Students requesting support services from Student Disability Services at Drake University are required to submit documentation of their disability to verify eligibility under the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Drake's policies. ADA defines a disability as a substantial limitation of a major life function. The diagnostic report must document a disability.

Submission of documentation is not the same as the request for services. The student must initiate request for services and/or reasonable accommodations once he/she is confirmed at the Drake University. The student must schedule an intake appointment with a staff so that support services and reasonable accommodations may be discussed. Our staff prior to the appointment will review documentation. Reasonable accommodations cannot be implemented until the student's documentation is complete.

The following guidelines are provided to assist the diagnostician in providing the required information. Documentation may be obtained from a licensed clinical social worker (LCSW), licensed professional counselor (LPC), psychologist, psychiatrist, or neurologist. Assessments must be completed by an independent professional (not a family member) and must be *within the last year* in order to reflect current functioning.

Documentation should include the **names**, **titles**, **professional credentials**, **license number**, **addresses**, and **phone numbers** of the evaluators as well as the **date of the report**.

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, preferably within the last three years; (the age of acceptable documentation is dependent upon the disabling condition, the current status of the student and the student's request for accommodations);
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 should include the impact of medication on the student's ability to meet the demands of the postsecondary environment;
5. Suggestions of reasonable accommodations which might be appropriate at the postsecondary level are encouraged. These recommendations should be supported by the diagnosis.

All documentation is confidential and should be submitted to:

Drake University
Student Disability Services
107 Old Main
Des Moines, Iowa 50311
Phone: 515-271-1835 FAX: 515-271-2376