

OFFICE OF DISABILITY SERVICES
EMOTIONAL HEALTH/ PSYCHOLOGICAL DOCUMENTATION GUIDELINES

Students who are requesting support services from the Office of Disability Services at Indiana University Southeast are required to submit documentation to verify eligibility under the ADA of 1990. The following guidelines are provided in the interest of ensuring that the documentation is complete and appropriate.

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.

1. A clear statement of the disorder, including DSM-IV diagnosis and a summary of present symptoms.
2. Documentation for eligibility should be current; it cannot be more than two years from the date of registration with the Office of Disability Services.
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.
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.
5. A statement of the functional impact or limitations of the disorder on learning or other major life activity and the degree to which it impacts the individual in the learning context for which accommodations are being requested.

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

The person providing the documentation can also fill out the verification form. The verification form MUST be filled out before each semester the student wishes to receive accommodations.

If any problems arise while the student is at Indiana University Southeast, a letter from the licensed mental health professional must be provided that says the student is stable and able to resume living in an academic environment.

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/recommendations which could assist us in adequately serving the student
- g) The names, titles, addresses, and phone numbers of the evaluator(s), as well as date(s) of testing

The aforementioned guidelines are provided so that Disability Services can respond appropriately to the individual needs of the student. Disability Services reserves the right to determine eligibility for services based on the quality of the submitted documentation.

Please note that in reviewing the specific accommodation requested by the student or recommended by the physician/evaluator, Disability Services may find that while a recommendation is clinically supported, it is not the most appropriate accommodation given the requirements of a particular student's academic program. In addition, Disability Services may also propose clinically supported accommodations that would be appropriate and useful for the student, but which neither the student nor the evaluator have requested.

All documentation is confidential