

Guidelines for Documentation of a Psychological, Psychiatric or Medical Disability at the College Level

Documentation can be emailed to studentsupport@rcbc.edu or faxed to 609-894-7270.

ON LETTERHEAD:

Current documentation (usually within the past year). Insufficient documentation that does not meet the requirements list below will not be accepted.

Documentation provided by a qualified professional: psychiatrist, psychologist, clinical social worker, or other mental health or medical professional

- o Must be typed on professional's letterhead
- o Must include name, title, credentials and contact information of professional
- o Must be dated and signed
- Comprehensive documentation must also include:
 - o Specific Diagnosis
 - o DSM or ICD code
 - o Diagnosis
 - o Description of current symptoms
 - o Summary of comprehensive assessment including clinical interview, results of psychological/psychiatric evaluation, and standardized test scores, if applicable
- Evaluation of impact on functioning in a college setting
 - o History of symptoms, duration, and severity
 - o Validation of need for services related to the functional impact of the disability
 - Current Treatment and Medication
 - o Identification of current treatment, therapy, or interventions in place
 - o Identification of currently prescribed medication and any side effects that may impact academic functioning or any other area of college life
- Request for specific recommendations
 - o Suggested academic accommodations justified by a link to functional limitations in the academic environment

Requested accommodations, whether academic or non-academic, must be supported by diagnostic information connecting the need to the functional impact of the disability.