



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

PSYCHOLOGICAL/ EMOTIONAL HEALTH DISABILITIES DOCUMENTATION GUIDELINES

Students requesting accommodations may be required to submit documentation to verify eligibility under the ADA of 1990 and Section 504 of the Federal Rehabilitation Act of 1973. Appropriate documentation of the disability allows the Office of Disability Services (ODS) to determine the student's eligibility for accommodation and the appropriate academic accommodations. **PLEASE NOTE** that students should not delay meeting with ODS out of concern for not having the correct (or any) documentation. If needed, the Coordinator can discuss with the student any specific documentation needs during the Welcome Meeting. **Our priority is on meeting with students and beginning the accommodations process for them as soon as possible.** Provisional accommodations may be provided to allow students time to procure any needed documentation.

The following guidelines are provided in the interest of assuring that the documentation validates the presence of a disability, demonstrates an impact of the disability on learning, and supports the request for accommodations and services.

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. Documentation should:

1. Include a clear statement of the disorder, including DSM-5 diagnosis and a summary of present symptoms.
2. Be current; it cannot be more than one year from the date of registration with the Office of Disability Services and must be updated on a yearly basis.
3. Include 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. Include medical information relating to the student's needs, including the impact of medication on the student's ability to meet the demands of the postsecondary environment. 9/24/15
5. Include a statement of the functional impact or limitations of the disability 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.

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

The person providing the documentation must also fill out the verification form. If any problems arise while the student is at The University of Tennessee, 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:

- Names of the assessment instruments used
- Quantitative and qualitative information which supports the diagnosis
- The areas of educational impact and the severity of the condition
- Recommendations for prescriptive treatments
- Notation of medications prescribed, if any, and potential impact on learning
- Additional observations/recommendations which could assist us in adequately serving the student
- 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. Documentation may need to be updated or augmented in order to be reviewed more fully.

ALL DOCUMENTATION IS CONFIDENTIAL