

MENTAL DISORDER

Documentation Guidelines for a Mental Disorder *DISABILITY SERVICES for STUDENTS at The Cove* Cedarville University

Disability Services provides services to qualified students with mental disorders. A diagnosis by a licensed mental health professional including a licensed professional counselor (LPC), psychologists, psychiatrists, or neurologists is essential. The professional must be an impartial individual who is not a family member of the student.

Documentation must be typed or printed on official letterhead, dated and signed by the professional evaluator with information regarding licensure and/or certification indicating the area of specialization, address and phone number.

The following documentation guidelines are provided in the interest of assuring that the documentation demonstrates the disability *substantially limits* a major life activity, *including learning*, is appropriate to verify eligibility, and supports the request for accommodations, academic adjustments, and/or auxiliary aids and services. Recommended documentation should be current and include:

1. A clear statement of diagnosis utilizing the diagnostic criteria in the *American Psychiatric Association: Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition (DSM-IV)* or successive editions.
2. The date of diagnosis and the last date the student was seen.
3. A statement of the severity of the disorder (Mild, Moderate, Severe).
4. A description of the expected progression or stability of the condition over time.
5. A summary of assessment procedures and evaluation instruments used to make the diagnosis and a summary of evaluation results, including standardized or percentile scores.
6. A description of the functional impact or limitations of the disability on learning or other major life activities and the degree (Mild, Moderate, Severe) to which it impacts the individual in an academic environment.
7. A description of symptoms relating to the diagnosis and specific symptoms that might affect the student's academic performance.
8. A description of any situation or environmental conditions that might lead to an exacerbation of the condition.
9. A statement regarding whether the student is currently receiving therapy or counseling.

10. A list of medications the student is currently taking. Effectiveness of the medication. Side effects that might negatively impact a student's academic performance.
11. Recommendations for strategies and accommodations that would be appropriate for the student, and a rationale as to why these accommodations/adjustments/services are warranted based upon the student's functional limitations.

Documentation accepted at this university might not be accepted by other institutions, agencies and/or programs (e.g. testing agencies, licensure exams, certification programs). Please check with the specific institutions and/or programs to determine their documentation requirements.

NOTE: Disability Services maintains disability files and diagnostic testing information for seven years after the student graduates, transfers, or leaves the university. After that time, the confidential files are destroyed. If a student does not attend Cedarville University but has submitted documentation, the files will be destroyed after two years. Consequently, students should keep a copy of their diagnostic information.

Documentation can be delivered personally, by mail or fax to:

Marilyn Meyer
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217 Center for Biblical and Theological Studies
Cedarville University
251 N. Main Street
Cedarville, OH 45314
Phone: 937-766-3843
Fax: 937-766-7419 (*Effective July 21, 2008*)