

Documentation Requirements

Psychological Disorders/Psychiatric Disabilities

I. A Qualified Professional Must Conduct the Evaluation

The documentation provided by the student must be from a licensed professional qualified to make such a diagnosis. These individuals may include psychologists, neuropsychologists, psychiatrists, neuropsychiatrist, clinical social workers, licensed counselors and psychiatric nurse practitioners. The individual must include his/her name, title and credentials. Although a family member may be licensed to make the diagnosis, documentation from a family member will not be accepted. The documentation should be typed, on letterhead, dated and signed by the diagnosing professional.

II. The Documentation Must Be Current

Documentation must be from within 6 months of applying for services. If documentation is older than 6 months, a current letter from your treating professional will be needed. This letter must outline your current diagnosis, current functional limitations/expected problems at AU and current treatment.

III. The Documentation Must Be Comprehensive

The presented documentation must include a clear diagnosis supported by history and current symptoms. It should also include any current treatment and/or medication(s) prescribed for the student. The professional should address any functional limitations he/she expects the student to face while at Auburn—this includes those brought about by medication side effects.

IV. The Accommodations Must be Appropriate and Supported by the Documentation

All recommended accommodations must be supported by the student's current functional limitations. A diagnosis alone will not be sufficient support for an accommodation.

The need for certain accommodations can change over time; therefore a prior history of an accommodation does not warrant a similar accommodation if the current documentation does not support the need.

PSD reserves the right to seek clarification from the diagnosing professional if it is believed that the accommodations are excessive or are not clearly supported by the current documentation. If this occurs, an addendum will be requested in which the diagnosing professional provides rationale for the accommodations in question and/or revises the recommended accommodations.