Guidelines for Documenting Psychological Disabilities

1. **DSM-V or ICD Diagnosis (text and code),** given based on a formal assessment of current psychological and health status, and a formal diagnosis of a disabling condition provided by a licensed treatment provider (e.g., psychiatrist, licensed clinical psychologist, licensed social worker, etc.)

   *In order to establish a history of the condition and recency of evaluation.*
   a. **Date of diagnosis.**
   b. **Date of last contact.** The assessment must be current. Accommodations are based on an assessment of the current nature and impact of your disability. Because psychological conditions may change over time, current evaluations are critical for providing reasonable accommodations. In general, this means that evaluations must have been completed within the last **twelve (12) months prior to accommodation requests.** In addition, depending on the nature of the disability, evaluations may need to be updated on a semester-by-semester or yearly basis.

2. **Comprehensive Evaluation**
   a. A diagnostic interview and other tools used to determine relevant background in support of that diagnosis.
   b. The evaluation should include treatments (e.g., medication, therapy) currently in use and provide a description of the expected progression of the disability over time (i.e., permanent/chronic vs. short-term/temporary). Information on medication side effects is useful and may be considered in accommodation decisions.
   c. Onset, history, and prognosis of diagnosis and symptoms.

3. **Functional limitations.**
   a. Major life activities that are functionally limited by the individual's symptoms.
   b. Behavioral manifestations of the diagnosis that functionally limits the individual in the academic setting. Information to consider includes the severity pervasiveness, and frequency of symptoms.
   c. Any special considerations that should be made (i.e. side effects of medication, etc.)

4. **Accommodations:** A description of accommodations and services used in the past and recommended accommodations for the future. It is important to note that Services for Students with Disabilities makes the determination regarding what accommodations are appropriate in The University environment.

5. The diagnostic report must include the **name and title, and license number** of the evaluator. A verification form is available to assist in the documentation process.

**All documentation submitted to SDS is considered confidential.**

Documentation should be sent to the following address:
University of South Florida
Students with Disabilities Services
4202 E. Fowler Ave., SVC 1133
Tampa, FL 33620-6923
-Or- Fax: 813-974-7337

May 2016