

Psychological Disability Documentation Guidelines for Service Eligibility

In order to establish eligibility for support services and/or reasonable accommodations, students must provide comprehensive disability documentation on official letterhead from a professional licensed or certified to diagnose and treat their disability(ies).

Disability documentation for students seeking accommodations based on a psychological disability must include:

- Name, address, phone number, and credentials of present therapist
- Dates and frequency of contact with the student
- DSM-IV diagnosis and corresponding DSM-IV Code
- Differential diagnoses and reasons for ruling out these diagnoses
- Explanation of severity (mild, moderate, or severe)
- Explanation of how related symptoms cause significant impairment in a major life activity
- History of the condition and related symptoms
- Type of therapy the student is currently receiving
- What is the student's prognosis? How long do you anticipate the student's academic achievement will be impacted by disability? (e.g., 6 months, 1 year, more than 1 year)
- If relevant, provide information about the cyclical or episodic nature of the condition
- What medications is the student currently taking? How do the medications affect him or her in mitigating the symptoms of the disorder or causing side effects?
- Detailed explanation of how the condition may affect the student at Binghamton University
- Specific recommendations and rationale regarding academic accommodations and/or services that are necessary based on the functional impact of the student's disorder

Documentation must be submitted on official letterhead signed by the health care professional and include the name, address, phone number, and credentials of the author. We reserve the right to share this information with the student and appropriate individuals in the University Health Services and Counseling Center, as well as periodically require updated documentation.

B. Jean Fairbairn, Director

