



Department of Accessibility Services

Documentation Guidelines for Psychiatric Disorders

Students requesting services from the Department of Accessibility Services at Babson College are required to submit documentation to determine eligibility in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended. The following guidelines are provided in the interest of assuring that documentation is complete and accurate. The Department of Accessibility Services reserves the right to determine eligibility and appropriate services based on the quality, recency, and completeness of the documentation submitted. All documentation is confidential and will remain in the Department of Accessibility Services.

The following guidelines are provided to assist the Department of Accessibility Services in collaborating with each student to determine appropriate accommodations and services. Documentation serves as a foundation that legitimizes a student's request for appropriate accommodations and services. Recommended documentation includes:

1. An evaluation must be performed by a professional who is qualified to render a psychiatric diagnosis and who is a practitioner trained in the assessment of such a diagnosis, such as a psychiatrist, neuropsychologist, licensed clinical psychologist, licensed clinical social worker, or licensed professional counselor. The diagnostician must be an impartial individual with no relationship to the family. Furthermore, the diagnostician's name, title, and professional credentials and affiliation must be provided.
2. The evaluation must be conducted within the past six (6) months. If the diagnostic report of the evaluation is more than six months old, the student must also submit a letter from a qualified professional that provides an update of the diagnosis, a description of the student's current level of functioning during the preceding six months, and a rationale for the requested accommodations.
3. A clear statement of the disability, including the DSM-V diagnosis, a summary of present symptoms, and a rationale for the diagnosis.
4. Documentation for eligibility must reflect the current impact the psychiatric disorder has on the student's functioning. The age of acceptable documentation is dependent upon the disabling condition, the current status of the student and the student's request for accommodations.
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. Medical information relating to the student's needs to include the impact of medication on the student's ability to meet the demands of the postsecondary environment.

7. A statement of the functional impact or limitations of the disability on learning or other major life activity and the degree to which it impacts the individual in the learning context for which accommodations are being requested.

A further assessment by an appropriate professional may be required if co-existing Psychiatric Disorder and other disabling conditions are indicated. If a diagnosis is provided by an unlicensed individual, documentation from a licensed professional may be required. The student and the Department of Accessibility Services will collaborate regarding accommodations.