

Psychological/Psychiatric Documentation Guidelines

Durham Technical Community College provides reasonable accommodations for students with documented psychological/psychiatric disabilities. Post-secondary students no longer have IEPs because the Individuals with Disabilities Education Act (IDEA) does not exist at the college level; however, an IEP may be included as part of a more comprehensive report. Durham Tech students are governed under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, specifically subpart E.

Durham Tech Accessibility Services Office will make the final determination of whether appropriate and reasonable accommodations are warranted and can be provided for the individual. *Students with disabilities are expected to satisfy the academic standards required by the college and perform essential course functions without substantially altering the curriculum requirements.*

Student: Complete this release form and return to the Durham Tech Accessibility Services Office. Be sure to complete the personal impact statement on page 2.

Student name: _____ Date of birth: _____

Student ID number: _____ Phone: _____

Address: _____

Signature: _____ Date: _____

REQUIRED DOCUMENTATION—Must be current (within the past five years)

1. Documentation should be prepared by a licensed/clinical psychologist, psychiatrist, or other professional qualified to diagnosis emotional/mental health disabilities. All documentation must be submitted on the official letterhead of the professional describing the disability. The report should be dated, signed, and include the name, title, and professional credentials of the evaluator.
2. A current diagnostic code (DSM-IV, IV-R, V), date of diagnosis, date of last visit, and severity of the condition should be included, as well as treatment history and treatment plan. The Disability Services office reserves the right to request additional documentation if deemed necessary to provide reasonable and appropriate accommodations.
3. The impact of the disorder on the individual should be discussed with particular detail regarding academic requirements. **Documentation consisting only of a diagnosis, chart notes, and/or prescription pad notations is insufficient. Do not submit handwritten documentation.**
4. If specific recommendations of accommodations are made, the rationale must relate the accommodation to the functional limitations imposed by the disability.
5. What medication(s) does the student take for emotional/mental health support? Do symptoms persist even with medication?
6. A current neuropsychological or psychological evaluation report may allow the student to be accommodated more thoroughly.

Evaluator's name (please print): _____

Licensure/Certification: _____ Date: _____

Impact Statement

Use this form to request disability accommodations. This form may be completed alone or with an accessibility services staff member. You may attach additional pages if necessary. In addition to your response, you may also ask others who currently know you or have observed you to submit answers to these questions in a separate document.

Name: _____ Date: _____

Email: _____ Telephone: _____

Program of study: _____ Student ID number: _____

Describe in as much detail as possible the diagnosed condition that is currently impacting and substantially limiting your ability to learn.

Documented disability: _____

Describe in as much detail as possible how the diagnosed condition has impacted and substantially limited your ability to learn in the recent past.

Current impact: _____

Describe the accommodations or services that you think you will need to be successful at Durham Tech.

Accommodations/Services: _____
