



## Loyola Marymount University

### PSYCHIATRIC DISABILITY DOCUMENTATION GUIDELINES

#### **Student Information** *To be completed by the student*

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**To the student:** These guidelines will help you understand the documentation requirements for establishing a psychiatric disability. To be eligible for accommodations it is necessary to establish that you have a psychiatric disorder that causes limitation/s in a major life activity or activities. It is also necessary to show how accommodations will directly help compensate for those limitation/s.

Because the impact of psychiatric disorders is not always obvious and the related symptoms may fluctuate, it is important to show how a psychiatric disorder impacts your life. Given variability in symptoms and potential changes in functional limitations, documentation should be current, ideally no more than a year old. Please note that documentation may need to be updated periodically.

A current report from a qualified licensed professional who is familiar with you and has expertise in evaluating and diagnosing psychiatric disabilities is necessary. The report should provide a diagnosis, a developmental and psychiatric history, and an objective description of symptoms and limitations in major life activities. The diagnosis of a disorder does not necessarily establish a disability that requires accommodation. You may also wish to submit prior evaluations, medical records, or any other information to assist DSS in understanding your limitations and need for accommodation. Additionally, you will be asked to submit any history of accommodation such as school records, Individualized Education Plans (IEPs), 504 Plans, and verification of prior accommodation from other schools or testing agencies.

Along with your online application, you will need to submit to DSS all supporting documentation. After your documentation has been submitted and reviewed, DSS will email your Lion account regarding the results. Please note that DSS will make every effort to respond to your request within 15 business days once you have provided all of your documentation.

**We encourage you to read the following guidelines before you share them with the licensed qualified professional with expertise in evaluating and diagnosing psychiatric disabilities who most recently evaluated you.** If you are being treated by more than one professional, it may be helpful to submit a report by each person you see. Please contact the DSS Office at [dsslmu@lmu.edu](mailto:dsslmu@lmu.edu) (310) 338-4216 if you have any questions.

I have read and understand the information provided above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Psychiatric Disability Documentation Guidelines**  
**Licensed Professional Information**  
*To be completed by the Licensed Professional*

Name and Title of Licensed Professional: \_\_\_\_\_

License Certification Number (Describe credentials): \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To the Licensed Professional with expertise in evaluating and diagnosing Psychiatric Disabilities:** Based on a psychiatric disorder, your patient is requesting services through Loyola Marymount University's Disability Support Services (DSS) Office. To be eligible for services, this student must show that they have a psychiatric disorder that results in limitation/s in a major life activity.

Psychiatric disorders may fluctuate. For this reason, it is important that documentation addresses the student's current condition, functional limitations, and how it impacts their studies or life on campus. Diagnosis alone, prescription notes, and brief letters generally do not provide enough information to establish a disability or plan for accommodation. Recommendations should be clearly supported by objective information from your evaluation procedures and/or the patient's history of impairment.

**To assist this student, we ask that you respond to each of the five points below in a typed narrative report, signed and on letterhead.** Complete documentation will enable the University to provide appropriate accommodation to the student in a timely manner.

1. A psychiatric history and clinical summary that includes the age of onset and alternative explanations for presenting problems. Include the current DSM-V or ICD-10 diagnosis.
2. The time frame in which you have treated this patient, including the most recent evaluation or treatment. Detail the nature, frequency, and severity of symptoms present at your last visit and how major life activities are limited. Specific, objective information beyond the patient's self-report is most helpful.
3. Current medication/s including dosage, side effects, and compliance along with other on-going therapeutic interventions.
4. The prognosis, which includes likelihood of improvement or deterioration and within what approximate time frame.
5. If specific recommendations are made, each should be directly connected to a demonstrated current functional limitation.

Thank you for your time in helping this student. Additionally, please feel free to add any verifying documentation from your files. If you have any questions, please contact the DSS Office at [dsslmu@lmu.edu](mailto:dsslmu@lmu.edu) or (310) 338-4216.