



**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 accommodation/s it is necessary to establish that you have a psychiatric disorder that causes in a 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 symptoms related to psychiatric disorders are variable and not necessarily permanent, it is important to show how a psychiatric disorder impacts your life. Generally speaking, recent information is the most relevant in determining what accommodations you may need now. Please note that documentation may need to be updated periodically.

Psychiatric and/or psychological evaluations and reports by qualified professionals are usually necessary in establishing the nature, frequency, and severity of symptoms and limitations related to psychiatric disorders. Evaluations 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.

While a comprehensive evaluation by a qualified professional is highly recommended, Disability Support Services (DSS) will review any information you feel is relevant to demonstrating your need for accommodation. School records, psychological test results, Individualized Education Plans (IEPs), 504 Plans, medical records, verification of prior accommodation, and other sources of information can be helpful.

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 qualified professional 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 call the DSS Office at (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: 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 are not necessarily stable or permanent over time. For this reason, it is important that documentation addresses the student's current condition 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 call the DSS Office at (310) 338-4216.