



## Center for Disability Services

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### Documentation Guidelines for **Psychological and Psychiatric Disabilities**

A *psychological / psychiatric disability* is defined as an impairment of cognitive, educational and / or social functioning caused by a disorder. For the purpose of this policy, the definition provided in the American Psychiatric Association *Diagnostic and Statistical Manual*, (DSM-KV) – Or successive editions – will be utilized.

Documentation should indicate the current impact of the disability. The following guidelines are provided in the interest of assuring the evaluation and report are appropriate for documenting eligibility and identifying reasonable accommodations.

The report must be prepared by a qualified mental health professional. **Documentation should be written on Letterhead Paper with the appropriate contact information for the diagnosing professional clearly noted.**

The documentation should contain the following components:

- Specify the nature, severity, current impact and anticipated duration of the disability;
- State the diagnosis in the nomenclature used by the DSM-IV, or successive editions;
- Address the student's current ability to function in the college environment (e.g. ability to focus, organize one's time, attend class, work in groups or alone, etc.);
- List medication and any current side effects that may impact the student in an educational setting.

Suggestions of reasonable accommodations with supporting evidence may be included.

The final determination for providing appropriate and reasonable accommodations rests with the Center for Disability Services (CDS) and Everett Community College.

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Contact the following people with inquiries or complaints regarding discrimination, Title IX compliance, or Americans with Disabilities Act compliance: Equal Opportunity Director: [EqualOpportunity@everettcc.edu](mailto:EqualOpportunity@everettcc.edu), 425-388-9271; ADA Coordinator: [ADACoordinator@everettcc.edu](mailto:ADACoordinator@everettcc.edu), 425-388-9232; Title IX Coordinator: [TitleIXCoordinator@everettcc.edu](mailto:TitleIXCoordinator@everettcc.edu), 425-388-9271. All offices are located in Olympus Hall 111, 2000 Tower St. Everett, WA 98201. For more information, visit the [Equal Opportunity and Title IX website](http://EverettCC.edu/EqualOpportunity): [EverettCC.edu/EqualOpportunity](http://EverettCC.edu/EqualOpportunity)