

Guidelines for Psychiatric Disability Documentation

The following guidelines are provided for evaluators, physicians, medical professionals, students and family members to guide the process of submitting documentation to Gordon College.

- Documentation submitted should be current and relevant, printed on official letterhead, and signed by the credentialed professional. **Professionals conducting assessment, rendering diagnosis of specific disabilities and making recommendations for appropriate accommodations must be qualified to do so.**
- Evaluators, physicians, medical professionals, etc. are encouraged to submit any prior assessments and/or evaluative reports together with the current documentation.
- A Summary of Performance (SOP), Individualized Education Program (IEP) and/or a 504 Plan may not be sufficient in determining accommodations in college.
- Reasonable accommodations are determined based on the nature and resulting impairment(s) due to the disability.
- While the law requires that priority consideration be given to the specific methods requested by a student, it does not imply that a particular accommodation must be granted if it is deemed not reasonable or other suitable techniques are available.
- Prior receipt of accommodations (e.g., in high school) does not guarantee receipt of the same accommodations at Gordon College.

Diagnosis and Presenting Issues

- Statement of diagnosis. Information regarding the individual's presenting issues that significantly impact functioning in a postsecondary setting.

Background History

- Discussion of pertinent background information and prior accommodations received.

Current Medications

- List of current medication(s).

Recommendations

- Specific recommendations regarding academic adjustments and/or services.

Documentation may be submitted to the ASC:
Academic Success Center
Gordon College
255 Grapevine Road
Wenham, MA 01984
Email: ASC@gordon.edu

Guidelines/Checklist adapted from the University of Connecticut, Center for Students with Disabilities

