CRITERIA FOR DOCUMENTATION:
PSYCHOLOGICAL DISABILITY

Purpose:

To assist documentation providers in providing the Multidisciplinary Team with complete and pertinent information in order to determine student's eligibility for disability accommodations and to assist the Multidisciplinary Team in recommending appropriate accommodations.

Definition of Disability:

The legal definition of disability includes two elements: (1) a physical or mental impairment which (2) substantially limits one or more of the major life activities of the person in question. Major life activities include but are not limited to: walking, breathing, seeing, hearing, performing manual tasks, caring for one’s self, learning, and working. Thus, disability has both diagnostic and functional elements, and both of these elements must be explicitly documented for eligibility for accommodations.

General Requirements:

1. Documentation must be current, i.e., within the past three to five years.

2. Documentation must be prepared by a person who is not a family member of the student and who is qualified by professional training and practice to diagnose psychological disorders. Examples might be a psychiatrist, psychologist, licensed clinical social worker, or a relevantly trained physician or mental health nurse practitioner.

3. Documentation must be either (1) a report following the guidelines listed below, typed on letterhead of either the practitioner or the agency hosting the practice, dated, and signed; or (2) a fully completed OSWD questionnaire (available upon request).

Disability Evaluation Guidelines:

Written Report must include the following information:

A. Evidence of current impairment:
   1. History (developmental, academic, psychosocial, medical);
   2. Relevant testing results (e.g., tests of ability and personality) expressed in scaled or standard scores or percentiles;
   3. A specific ICD or DSM diagnosis; and

B. Interpretive summary to include:
   1. Specify what alternative diagnoses or explanations have been ruled out;
   2. Medication:
      • Was the student on medication when evaluated?
• What is the current medication regimen and its effectiveness?
• What side effects does the student experience?
• Does the medication needs to be monitored locally?
• If the diagnosis is Attention Deficit Disorder, what medications has the student been prescribed?

3. What major life activities are impacted by the disorder? How significant this impact is?

4. Recommendations for with a rationale for each, based upon present level of functioning and the current (university) setting.

Procedure:

The documentation submitted by the student and/or the evaluator will be reviewed by Accessible Education Services (AES). In addition to the required evaluation report, information relating to the student’s educational history may be gathered by Accessible Education Services. This information, along with data from all other collected documentation, will be used in planning suitable and effective accommodations.

Further details of the review and accommodation process are found in the University of Portland Students with Disabilities Policy and Procedures.

Thank you for your assistance.

Please return the completed form to:
Accessible Education Services
University of Portland
5000 N. Willamette Boulevard
Portland, OR 97203
Phone: 503-943-8985
FAX: 503-943-7530

7/15