

**DOCUMENTATION REQUIREMENTS  
UNIVERSITY OF ALABAMA  
OFFICE OF DISABILITY SERVICES**

**PSYCHIATRIC DISABILITIES**

Students requesting accommodations because of a psychiatric disability must provide documentation from a by a qualified professional, a person who is licensed or otherwise properly credentialed and possesses expertise in the disability for which modifications or accommodations are sought. Documentation must provide evidence of a disability, and the evaluation must have occurred within the last five (5) years. More recent documentation may need to be provided depending on the nature of the academic adjustments requested.

A school plan such as an IEP or 504 Accommodation Plan is **insufficient** documentation. A history of accommodations does not in itself warrant the provision of similar accommodations at the UA. The final determination of appropriate and reasonable accommodations rests with The University of Alabama.

Documentation must include, but is not limited to, the following:

**1. DIAGNOSIS**

- (a) Specific, current psychiatric diagnosis as per the DSM-V (including diagnostic codes). Primary and secondary Axis I and Axis II diagnoses are required.
- (b) Description of symptoms related to the diagnosis which indicate the **nature, frequency and severity** of the symptoms that the student experiences.
- (c) Date of original diagnosis, if known, and last contact with the student.

**2. CLINICAL SUMMARY**

- (a) The substantial limitations to major life activities posed by the disability.
- (b) A description of the extent to which these limitations would impact the academic context for which accommodations are being requested.
- (c) Suggestions as to how the specific effects of disability may be accommodated.
- (d) The rationale behind the suggested accommodations. Any recommendation for an accommodation should be based on objective evidence of a substantial limitation to learning, and be supported by or clinical observations.

**3. MEDICATIONS**

Information about any medications the student may be taking for the disabling condition that may affect the student's ability to participate in an academic environment. Medication **cannot** be used to imply a diagnosis.

**4. ADDITIONAL REQUIREMENTS**

- (a) All reports must be in narrative format, **typed**, signed by the diagnosing clinician, and must include the names, titles and professional credentials of the evaluators as well as the date(s) of testing.
- (b) Documentation must be submitted on the official letterhead of the professional diagnosing the disability.
- (c) **Chart or clinic notes are not acceptable as documentation.**

Please forward all documentation to:

Office of Disability Services  
University of Alabama  
1000 Houser Hall, Box 870185  
Tuscaloosa, AL 35487-0185  
Email: [ods@ua.edu](mailto:ods@ua.edu)  
FAX (205) 348-0804

This document will be made available in alternative formats upon request. Please contact the Office of Disability Services, (205) 348-4285 (Voice) or (205) 348-3081 (TTY) for assistance.  
Revised 02/2018