Documentation Requirements for Psychiatric/Psychological Disabilities

Documentation requirements:

1. A qualified professional must conduct the evaluation. For a psychiatric/psychological diagnosis, the documentation needs to be from a psychiatrist, psychologist, neuropsychologist, licensed therapist, medical doctor or advanced practicing nurse (APN).

2. Information received must be on official letterhead that includes the professional’s name, title, certification/license, mailing address, telephone number and the professional’s manual signature. Prescription pad reports are not acceptable.

3. Documentation should be current.
   - Completed or re-evaluated within the past year, preferably no more than six months old.

4. Documentation needs to include:
   - Specific diagnosis with the DSM-V classification.
   - Severity and longevity of the condition, as well as any other relevant history
   - Last clinical contact
   - Current medications and/or other treatments for the condition
   - Effectiveness of treatment in lessening the impact of the disability
   - Functional limitations
   - Descriptions of the effect of the disability in the educational setting
   - Specific recommendations for academic adjustments that are realistic and can be reasonably provided by postsecondary educational institutions

**NOTE:** An Individualized Education Plan (IEP) or a 504 Plan may be included for the purpose of supplying additional information; however, they are insufficient in and of themselves.

Maryville College understands that documentation provided by military or veteran medical facilities may be different in appearance or content. Professionals in the Academic Support Center will work with the veterans to determine appropriate documentation.

Please email documentation to: DisabilityServices@MaryvilleCollege.edu
If preferred, you may mail it to:

Maryville College Academic Support Center
Attn: Kim Ochsenbein
502 E. Lamar Alexander Pkwy. Maryville, TN 37804

CONFIDENTIALITY: The Academic Support staff will adhere to the College’s confidentiality policy regarding the release of information concerning student’s records. This office will not release any information, including personal information, or any part of the requested documentation without the candidate’s informed consent unless compelled by a legal process of subpoena.