

**Psychiatric/Psychological Disabilities
Documentation Guidelines**

(Includes but is not limited to: Depressive Disorders, Post-Traumatic Stress Disorder, Bipolar Disorders, and Dissociative Disorders)

Submission of documentation is not the same as the request for services. Request for services and/or reasonable accommodations must be initiated by the student once he/she is confirmed at Naropa University. The student must schedule an intake appointment with Disability Services so that support services and reasonable accommodations may be discussed. Documentation will be reviewed by Disability Services prior to the appointment. Reasonable accommodations cannot be implemented until the student's documentation is complete. Disability Services is responsible for the determination of reasonable accommodations.

The following guidelines are provided to assist the diagnostician in providing the required information. Documentation must be submitted by a licensed clinical social worker (LCSW), licensed professional counselor (LPC), psychologist, psychiatrist, or neurologist. Documentation should include the names, titles, professional credentials, license number, addresses, and phone numbers of the evaluators as well as the date of the report.

1. A clear statement of the disability, including the DSM-IV diagnosis and a summary of present symptoms;
2. Documentation for eligibility should be current, preferably within the last three years; (the age of acceptable documentation is dependent upon the disabling condition, the current status of the student and the student's request for accommodations);
3. A summary of assessment procedures and evaluation instruments used to make the diagnosis and a summary of evaluation results, including standardized or percentile scores;
4. Medical information relating to the student's needs should include the impact of medication on the student's ability to meet the demands of the postsecondary environment;
5. Suggestions of reasonable accommodations which might be appropriate at the postsecondary level are encouraged. These recommendations should be supported by the diagnosis.

All documentation is confidential and should be submitted to:

Naropa University
Disability Services
Student Affairs
2130 Arapahoe Avenue
Boulder, CO 80302
Fax: 303-245-4795

The Disability Services Office maintains disability files and diagnostic testing information for seven years after the student either graduates, transfers, or leaves the university. After that time, the confidential files are destroyed. If a student does not attend Naropa University but has submitted documentation, the files will be destroyed after two years. Consequently, the student should maintain his/her own copy of the diagnostic information.