



Division for Student Formation
Office of Accessibility Services
Documentation Guidelines for Psychological Diagnoses

The diagnostician should be a licensed mental health professional: a licensed clinical social worker (LCSW), licensed professional counselor (LPC), psychologist or psychiatrist.

Appropriate documentation accepted should be typed on the provider's letterhead, signed, dated, and recent (within the last year) and include the following information:

- A clear statement of disability, including the DSM (Diagnostic and Statistical Manual of Mental Disorders) diagnosis
- A summary of current symptoms that satisfy the DSM criteria and the approximate date of onset
- A summary of historical information, diagnostic interview, and assessment procedures and evaluation instruments used to make the diagnosis
- Medical information relating to the student's needs, including current treatments and the impact of medication on the student's ability to meet the demands of the postsecondary environment
- A statement of impact and limitations of the disorder on the student's academic performance
- Recommendations for accommodations and support services that are appropriate for the postsecondary education level. Each recommended accommodation must include a rationale and should be supported by the diagnosis.
- Medications and any side effects that may need accommodations
- The name, title, and professional credentials of the diagnostician

Note: An IEP (Individualized Education Program) or a 504 Plan are not considered sufficient for the purpose of diagnosis.

Forward to: Belmont University, Dean of Students Office
Attn: Office of Accessibility Services
Beaman Student Life Center
Mail Stop: 22100 Student Life
Nashville, TN 37212-3757
Email: accessibility.services@belmont.edu
Fax: 615-460-6497