

Documentation Guidelines

It is the responsibility of the student to notify the University of your disability. Accommodations are provided in accordance with the ADA. When you register for services, **please upload a current psychological evaluation and/or any testing that was done, an IEP/504 and a copy of any accommodations on the SAT/ACT to determine a diagnosis that supports the functional impact of the disorder.**

Please provide your physician/psychiatrist with the following documentation guidelines.

A patient of yours is enrolled at Georgia College & State University and has requested accommodations due to a disability. The Student Disability Resource Center establishes academic and/or housing accommodations for students with a documented disability. The Americans with Disabilities Act (ADA) defines a disability as a physical or mental impairment that substantially limits one or more major life activities.

The University System of Georgia Board of Regents (USGBOR) requires current and comprehensive documentation for any diagnosis of a disability in order for disability services providers to determine appropriate accommodations and services. Please see Appendices D-H of the USGBOR Academic and Student Affairs Handbook: https://www.usg.edu/academic_affairs_handbook/section3/C793/ before writing a supporting letter.

Please write your supporting letter on letterhead, date the letter and address all of the following:

- The evaluator's name, title and license number
- Primary and secondary diagnosis (if applicable)
- DSM/ICD Code for each diagnosis
- Date of diagnosis(es)
- A clear diagnostic statement that includes evidence of an existing impairment
- Provide the diagnostic criteria and methodology used to diagnose the condition/s
- Give a description of the expected progression or stability of the disorder
- Explain the current functional limitations impacting academic performance resulting from the disorder
- Provide recommendations for accommodations that are logically related to the functional limitations