

Guidelines for Documentation of Psychiatric/Psychological Disabilities

Documentation of a Psychiatric/Psychological Disability must come from a licensed professional on their official letterhead; and must contain their name, address, credentials, and a signature. The following professionals are considered qualified:

- Licensed Psychologist,
- Neuropsychologist,
- Psychiatrist,
- Neuropsychiatrist, or
- Licensed Clinical Social Worker.

The documentation should be recent (in most cases, no more than three years old) and should include:

- 1) A Statement of Condition or Diagnosis, including a clear diagnostic statement describing how the condition was diagnosed and detailing the anticipated and/or typical progression or prognosis of the condition.
- 2) Diagnostic Methodology, including a description of the diagnostic criteria, evaluation methods, procedures, tests and dates of administration, as well as a clinical narrative, observation, and specific results. Where appropriate to the nature of the disability, both summary data and specific test scores and percentiles are required.
- 3) Information regarding how the Condition Substantially Limits Major Life Functions, including a clear sense of the severity, frequency and pervasiveness of the condition.
- 4) Current Treatment.
- 5) Specific Recommendations for Reasonable Accommodations and an Explanation of the need for Specific Recommendations

Please forward the requested information to:

Muskegon Community College
Disability Support Services
221 S. Quarterline Road
Muskegon, MI 49442
Office: 231-777-0309
Fax: 231-777-0446
mccdss@muskegoncc.edu