# DOCUMENTATION GUIDELINES FOR PSYCHOLOGICAL DISABILITIES

## *Wenatchee Valley College Student Access Services*

A psychological disability is a substantially limiting condition that arises out of neurologically based difficulties. Psychological disabilities cover a broad range of mental and emotional conditions, and limit the student’s ability to perform academically or in the living environment. These difficulties are not representative of the student’s overall intellectual ability.

For students who are requesting accommodations on the basis of a psychological disability, Student Access office requires documentation of the condition from a qualified medical professional. Wenatchee Valley College acknowledges that individual circumstances may vary, and documentation may differ based on access to healthcare, the nature of the disability and healthcare professionals. Supporting medical documentation can come in a variety of forms, including but not limited to a letter from a doctor or a counselor, chart notes or an IEP evaluation.

**This documentation serves three purposes:**

* To establish that the student can be considered a person with a disability, and therefore is eligible for protection against discrimination on the basis of disability.
* To supplement information from the student’s narrative regarding the impact of their disability.
* To inform the development of reasonable accommodation in an individualized access and accommodation plan designed to facilitate equal access to WVC environments.

### **Helpful information to include in the supporting medical documentation:**

* Diagnosis of a psychological disability with a diagnostic code and diagnostic methodology
* Thorough description of *current* symptoms and impacts of the disability with specific focus on barriers to the educational or living environment.
* Potential impacts of any medications currently being used or the side effects of those medications.
* A description of prognosis, history, and stability of the condition.
	+ Depending on the history and stability of the condition, Disability Access may put in place temporary accommodations and request additional documentation for continued services.
	+ If the condition is temporary, please provide information on the expected duration and timeline for re-evaluation.
	+ If the condition is episodic in nature, please include information about frequency, duration and symptoms experienced during a flare.
* Include credentials, contact information and signature of the qualified medical provider
* Outline treatment history with the provider, such as frequency of visits, last appointment and length of treatment.

Any additional information from the medical practitioner that will help us best serve the student's accommodation needs will be considered. However, Wenatchee Valley College is the final determinant of appropriate accommodations in our environment.

**Documentation can be uploaded** at the completion of our online Student Access Services Application or submitted at one of the options below:

|  |  |
| --- | --- |
| *Mailing address* | Student Access Services Wenatchee Valley College 1300 5th street Wenatchee, WA 98801 |
| *Physical address* | Wenatchee Valley College, Wenatchi Hall 2134WVC Omak, Mary Henrie Friendship Hall 205B  |
| *Phone*  | 509.682.6854 |
| *Fax*  | 509.682.6811 |
| *Email*  | SAS@WVC.edu |