University of Dubuque
Documentation Guidelines
Psychiatric/Psychological Disabilities
(Includes but is not limited to: Depressive Disorders, Post-Traumatic Stress Disorder, Bipolar Disorders, and Disassociative Disorders)

Students requesting support services from the Academic Success Center (ASC) at the University of Dubuque are required to submit documentation of their disability to verify eligibility under the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Amendments Act of 2008, and the disability policy of the university. ADA defines a disability as a substantial limitation of a major life function. The diagnostic report must document a disability.

The student must initiate a request for services and/or reasonable accommodations once he/she is admitted to the University of Dubuque. The student must schedule an intake appointment with the Disability Services Coordinator, so that support services and reasonable accommodations may be discussed. The student should bring all supportive evidence and documentation to this appointment. Reasonable accommodations cannot be implemented until the student’s documentation is complete.

The accommodations provided by the University of Dubuque are based on the recommendations of trained professionals. Without a complete report from a licensed diagnostician, the University of Dubuque may not fully understand how best to accommodate the students needs and it is possible that accommodations may not be provided until the student’s documentation process is complete. Sufficient documentation should include current documentation, the qualifications of the diagnostician, and a comprehensive assessment.

The following guidelines are provided to assist the diagnostician in providing the required information. Documentation must be signed by a licensed clinical social worker (LSCW), licensed professional counselor (LPC), psychologist, psychiatrist, or neurologist. Assessments must be completed by an independent professional (not a family member) and must be within the last year in order to reflect current functioning.

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. The report will include:

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 reasonable 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 accommodation, which might be appropriate at the postsecondary level should it be included within the diagnostic report. These recommendations should be supported by the diagnosis.
All documentation is confidential and should be submitted to:
University of Dubuque
Academic Success Center
Megan Ruiz
2000 University Avenue
Dubuque, IA 52001
563-589-3757 * Fax 563-589-3722
Mkruiz@dbq.edu