



**Disability Services**  
4483 Duncan St. Louis, MO 63110  
Phone: 314-454-8694; Fax: 314-362-9222  
[www.barnesjewishcollege.edu](http://www.barnesjewishcollege.edu)

## **DOCUMENTATION REQUIREMENTS**

### **Psychiatric Disorders**

#### **Introduction**

Disability Services at Goldfarb School of Nursing at Barnes-Jewish College is committed to providing accommodations and services to qualified students with disabilities in order to reduce or eliminate any disadvantages that may occur as a result of an individual's disability. In determining reasonable accommodations, the College is guided by the federal definition of "disability" which describes an individual with a disability as someone who has:

1. a physical or mental impairment that substantially limits one of more major life activities of such individual;
2. a record of such impairment; or
3. is regarded as having such an impairment.

Any student with a disability may request accommodations from the College. In order to establish disability status and eligibility for specific accommodations, academic adjustments and or auxiliary aides/services, the College requires current and comprehensive documentation of the student's impairment(s). Disability documentation is reviewed by Disability Services and determinations of accommodations are made on a case-by-case basis based on the functional limitations of the disability. It is the student's responsibility to obtain and provide this information.

Disability documentation is credible evidence from a qualified practitioner that attests to the existence of a disability, the impact of the alleged disability on academic performance and related competencies and recommendations for equal access and/or compensatory measures, commonly referred to as accommodations. Information contained in disability documentation is used by postsecondary disability service providers to determine eligibility of disability status as well as individualized academic accommodations and services. The law does not require institutions to waive specific courses or academic requirements considered essential to a particular program or degree. Rather, they are mandated to modify existing requirements on a case-by-case basis in order to ensure that individuals are not discriminated against on the basis of their disability.

#### **Confidentiality of Disability Documentation**

Disability Services is charged with the responsibility for collecting and maintaining the confidentiality of disability documentation. This information is kept in secure files in the office of the Retention Coordinator. Information will only be shared within the institutional community if there is a compelling reason, such as threat to an individual's safety and/or emergency situation. Consent of the student will be requested prior to releasing medical/psychological documentation to a third party. Confidentiality is not maintained in the case of child abuse, suicidal or homicidal intent.

## Guidelines for Psychiatric Disability Documentation

The following guidelines are provided for evaluators, physicians, medical professionals, students and family members to guide the process of submitting documentation to Disability Services. Our goal in providing these guidelines is to facilitate the College's review process for students with disabilities requesting accommodations.

- **Documentation submitted must reflect evaluation conducted within the past 3 years.**
- Evaluators, physicians, medical professionals, etc. are encouraged to submit any prior assessments and/or evaluative reports together with the current documentation.
- Documentation must be printed on official letterhead and signed by the credentialed professional.
- A Summary of Performance (SOP), Individualized Education Program (IEP) and/or a 504 Plan are not considered adequate documentation.
- Documentation must be submitted by a qualified practitioner who is not a family member of the student.
- Reasonable accommodations are determined based on the nature and resulting impairment(s) due to the disability.
- While the law requires that priority consideration be given to the specific methods requested by a student, it does not imply that a particular accommodation must be granted if it is deemed not reasonable or other suitable techniques are available.
- Prior receipt of accommodations (e.g., in high school) does not guarantee receipt of the same accommodations at Goldfarb School of Nursing.
- Missing disability documentation information may result in a delay in reviewing a student's request for accommodations.

## Documentation Requirement Checklist

In order for Disability Services to determine eligibility for specific accommodations, documentation **must** include the following information:

### Evidence of Existing Impairment

- Statement of diagnosis(es) or impairment(s) as per the DSM-IVR including 1) Axis I Diagnosis(es), 2) Axis II Diagnosis(es), 3) Axis III Conditions, 4) Axis IV Psychosocial and Environmental problems and 5) Axis V Global Assessment of Functioning
- Date and/or age of onset of psychiatric disorder
- Date of last psychiatric evaluation
- Discussion of co-morbid conditions, if appropriate

### Presenting Issues

- Information regarding the individual's presenting issues (ongoing difficulties and behaviors) that significantly impact functioning in a postsecondary setting
- Discussion of the nature, frequency and severity of the symptoms upon which the diagnosis(es) was predicated

### Background History

- Discussion of pertinent background information including developmental, medical, psychosocial, family, academic and employment histories
- Discussion of history of any prior accommodations received (whether in high school, at another postsecondary institution, or place of employment) (if applicable)

### Current Medications

- List of current medication(s) including dosage(s) and frequency (if applicable)
- Description of any adverse side effects due to medications (if applicable)

### Recommendations

- Specific recommendations regarding academic adjustments, auxiliary aids and/or services including a rationale for each based on the student's functional limitations

### Evaluator Qualifications

- Name and title, license # with state (if applicable), address, phone number, fax number, e-mail address and signature (**Professionals conducting assessment, rendering diagnosis of specific disabilities and making recommendations for appropriate accommodations must be qualified to do so**)

**Documentation may be submitted to the College via:**

**Fax:** 314-362-9222

**Mail:** June Cowell-Oates

Goldfarb School of Nursing at Barnes-Jewish College  
Mailstop 90-36-697  
4483 Duncan  
St. Louis, MO 63110

**E-mail Attachment:** jcowell-oates@bjc.org