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