



Documentation Requirements for Psychological Impairments and Autism Spectrum Disorders

Students, faculty, staff, and campus guests wishing to request accommodations due to psychological impairments and Autism Spectrum Disorders (ASDs) should refer to the following documentation requirements:

1. Requirements of the PRACTITIONER:

A) Evaluation must be conducted by a licensed mental health professional. This includes licensed clinical social workers, licensed professional counselors, psychologists, psychiatrists, and neurologists. Students who have an Autism Spectrum Disorder may also submit any documentation from Speech and Language Pathologists, Developmental Pediatricians, and Licensed Behavioral Therapists.

B) Practitioners need to adhere to their profession's code of ethics as it relates to qualifications and conflicts of interest.

C) Documentation must be typed, dated, signed by the evaluator and submitted to ODS on professional letterhead in English.

2. Requirements of the REPORT:

A) A clear statement of the DSM-IV diagnosis, including pertinent symptomatology and any fluctuations in the individual's condition.

B) Documentation must be current. The age of acceptable documentation is dependent upon the disabling condition, the current status of the individual, and the individual's request for accommodation.

C) Documentation must contain information pertaining to the individual's current level of functioning. A clear explanation of how the symptoms currently cause significant limitations for the individual, within the academic environment or workplace must be included.

All documentation is confidential and should be submitted to:

Office of Disability Services, Drexel University
3141 Chestnut Street, 81-210 / Philadelphia, PA 19104
Phone: **215.895.1401** TTY: **215.895.2299** Fax: **215.895.1402**

Registering with the Office of Disability Services

Drexel University ensures that people with disabilities have an equal opportunity to participate in its programs and activities. Members and guests of the Drexel community who have a disability and need accommodations to participate fully in Drexel University's programs need to file a formal request for accommodations with ODS. Along with the request for accommodations, the individual needs to submit appropriate medical or psycho-educational documentation (*See Documentation Requirements*). ODS will consider all requests on a case-by-case basis and in a timely fashion. If an individual makes an accommodation request that is not supported by the documentation on file, ODS has the right to solicit additional documentation. Once ODS obtains complete documentation and has worked with the individual and any other necessary entities to determine reasonable and appropriate accommodations, the official Accommodation Verification Letter (AVL) is issued by ODS specifying the approved accommodations.

Documenting a Psychological Impairment or Autism Spectrum Disorder

A psychological impairment or Autism Spectrum Disorder (ASD) can manifest itself in a variety of ways among individuals. The condition can also present a wide array of symptoms and functional limitations to any given individual over a lifetime. Therefore current documentation serves as the foundation for an individual's request for accommodations at Drexel University. The age of acceptable documentation is dependent upon the disabling condition, the current status of the individual, and the individual's request for accommodations.

Testing is not required for a diagnosis of a psychological impairment or ASD. However, test results can be helpful as supporting documentation for accommodation requests. Practitioners may include a summary of assessment procedures and evaluation instruments used to make the diagnosis and a summary of evaluation results, including standardized or percentile scores, as appropriate.

ODS understands that an individual's functioning may be impacted at times by the absence or presence of mitigating measures (such as medication, auxiliary aids, adaptive devices, etc). Evaluators should disclose the impact of mitigating measures and ODS staff will accommodate based on the individual's lowest level of functioning.