

Student Disability Access Center (SDAC)

Guidelines for Documentation of an Emotional or Psychiatric Disorder

THE BASICS

Students seeking support services from the Student Disability Access Center (SDAC) on the basis of a diagnosed mental health condition (e.g., Major Depressive Disorder, Generalized Anxiety Disorder, Adjustment Disorder with Depressed Mood, etc.) that impacts their learning and daily functioning skills must submit documentation that verifies their eligibility under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Amendments Act of 2008.

IF YOU ARE CURRENTLY IN TREATMENT WITH A CERTIFIED OR LICENSED MENTAL HEALTH CLINICIAN:

The preferred documentation is our Verification of Psychiatric Condition form ([LINK](#)). This is a simple three page form available on this website. You can download and print out this form and take it to your next appointment with your treating clinician to discuss. If your treating clinician agrees that your diagnosed conditions substantially impacts your academic functions she or he can fill out the form and fax it to us at the address below:

Director
Student Disability Access Center
University of Virginia
P.O. Box 800760
Charlottesville, VA 22908
Fax: 434-243-5188

IF YOU HAVE A RECENT PSYCHOLOGICAL REPORT THAT RECOMMENDS ACADEMIC ACCOMMODATIONS:

Send the report to us at the address at the end of these guidelines (it can be mailed or faxed). We apologize for the short time frame, but we must ask that the report be no older than six months from the date you send it to us. Many aspects of mental health

diagnoses can change to a great degree over time, and older testing diagnoses of mental health conditions are generally not reliable .

If you have an older report, feel free to send it in so that we can review it for possible provisional accommodations and discuss with you ways of updating your documentation.

IF YOU HAD ACCOMMODATIONS IN YOUR PRIOR SCHOOL BUT ARE NOT CURRENTLY IN TREATMENT AND DO NOT HAVE A PSYCHOLOGICAL REPORT:

Send us what you have (IEPs, 504 Plans, accommodation information from another school, etc.) and we will work with you. We can grant provisional accommodations to allow time to discuss with you the options including referral to Student Health Counseling and Psychological Services.

IF YOU HAVE NO HISTORY OF PRIOR ACCOMMODATIONS, BUT ARE CONCERNED THAT YOU MAY HAVE SOME MENTAL HEALTH BASED ACCOMMODATION NEEDS:

Please first carefully consider contacting a mental health clinician or discussing your concerns with your primary health care provider. After that, you are welcome to come see us. Call 434 243-5180 to schedule a consult appointment so that we can review your situation and recommend what would be the best action to take. We can provide screening testing for any concerned student to help make a more informed decision before seeking comprehensive psycho-educational evaluation.

All documentation submitted for consideration to LNEC is treated as personal and confidential; following federal guidelines for medical records. When submitting documentation, **please include a copy of any available releases** allowing communication between the SDAC and the clinician. As noted above, documentation should be sent to:

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