



**Georgetown University Law Center
Office of Disability Services**

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Documentation Guidelines for Psychological/Psychiatric Conditions

Georgetown University Law Center has adapted the guidelines developed by the Educational Testing Service (ETS) with respect to documentation for psychological/psychiatric conditions. For guidance, please visit the [ETS Website](#). The following is a general overview of our requirements:

I. A Qualified Professional Must Conduct the Evaluation

Professionals conducting assessments, rendering diagnoses, and making recommendations for appropriate accommodations must be qualified to do so. The name, title, and professional credentials of the evaluator, including information about license or certification, shall be included. All reports should be on letterhead, typed in English, dated, signed, and otherwise legible. Diagnoses documented by family members will not be accepted even when the family members are otherwise qualified by virtue of training and licensure/certification.

II. Documentation Must Be Current

Due to the fact that the severity and manifestations of the condition may change over time, it is helpful if the documentation reflects the current impact of the disability on academic performance. Typically, documentation shall not be older than six months.

III. Documentation Must Be Comprehensive

The following information shall be included in the evaluation:

- a. a specific diagnosis or diagnoses based on the DSM-5 or ICD-10-CM diagnostic criteria, history of presenting symptoms, duration and severity of disorder, and prognosis
- b. a description of the current functional limitations in the academic environment
- c. relevant information regarding medication and any anticipated impact/side-effects from the medication
- d. relevant information regarding current treatment
- e. a rationale must be established for each requested accommodation
- f. any further relevant information that may be helpful in assessing appropriate accommodations which may include, but not limited to, historical and familial data

IV. Multiple Diagnoses

Multiple diagnoses may require a variety of accommodations beyond the typical accommodations associated with just a single diagnosis. For this reason, documentation shall meet the individual guidelines for each condition. For example, if an individual has anxiety accompanied by a learning disability, the individual will need to provide documentation for both learning disabilities and psychological conditions.

Submitting Documentation

Documentation should be submitted to the attention of the Office of Disability Services by email (disabilityservices@georgetown.edu), mail or fax (202) 662-4067.