



**Documentation Guidelines
for Students with
Mental Health Diagnoses**



Department of Learning Services
Mount St. Mary's University
16300 Old Emmitsburg Road
Emmitsburg, MD 21727
301-447-5006



Mental Health Diagnoses

Students who seek accommodations from Mount St. Mary's University on the basis of a mental health diagnosis are required to submit documentation to verify eligibility. The following guidelines are provided in the interest of assuring that evaluation reports are appropriate to document eligibility. The Director is available to consult with diagnosticians regarding any of these guidelines.

A letter from the health professional, generally a psychiatrist or psychologist who is overseeing the care and treatment of the mental health diagnosis, is sufficient documentation.

1. The letter must be comprehensive. It should include:

- The age of onset of symptoms
- Severity of the symptoms
- Psychiatric history, as pertinent
- Medical history, as pertinent
- Medication history, as pertinent
- Information about waxing and waning of symptoms
- Impact of symptoms on learning, reading, writing, focusing and studying
- Support services and accommodations used successfully at the high school level

This is not intended to be an exhaustive list or to restrict assessment in other pertinent and helpful areas such as vocational interests and aptitudes.

- 
2. **The letter must be current.** In most cases, this means within the past 3-6 months. Since this documentation is the basis for determining reasonable accommodations, it is in the student's best interest to provide documentation that reflects the student's current level of functioning and ability to function in a academically competitive college environment.

 3. **There must be a statement of the diagnosis and functional limitations for the academic environment.**

 4. **Qualified evaluator:** The letter must be written by a qualified mental health professional with expertise in the diagnosis being discussed. The letter must be written on the evaluator's letterhead. Notes handwritten on prescription blanks are not acceptable.

Complete Request for Accommodation form:

- **<https://inside.msmary.edu/learning-services-office/accommodations-form.html> AND upload**
- **or send most recent documentation to:**

Amber Barnhart
Disability Specialist
Mount St. Mary's University
16300 Old Emmitsburg Road
Emmitsburg, MD 21727