

Guidelines for Documentation for Psychological Impairments

The Office of Student Services (OSS) can provide academic accommodations and auxiliary aids to qualified students diagnosed with a Psychological Impairment. The following guidelines are outlined below in the interest of assuring that documentation is complete and accurate. OSS reserves the right to determine eligibility and appropriate accommodations based on the quality, recency, and completeness of the documentation submitted.

An evaluation must be performed by a professional who is qualified to render a psychiatric diagnosis and who is a practitioner trained in the assessment of such a diagnosis, such as a psychiatrist, neuropsychologist, licensed clinical psychologist, licensed clinical social worker, or licensed professional counselor.

Documentation should include:

- A current clear statement of impairment, including diagnosis according to the Diagnostic and Statistical Manual of Mental Disorders, 5th Edition (DSM-5), or International Classification of Diseases, 10th Edition (ICD-10), and information concerning co-morbidity.
- Documentation must be current, not more than one (1) year old. In some cases documentation may need to be provided every six (6) months, depending on the fluid or static state of their impairment.
- Information concerning the impact of the impairment on major life activities, as well as the functional limitations and how they currently interfere in the academic environment. Factors to consider include the severity, duration, and pervasiveness of symptoms.
- A narrative clinical summary of assessment procedures that were used to make the diagnosis (must include psychiatric history).
- Suggested accommodations to address each limitation, as well as history of accommodations used.
- The diagnostic report must be on official letterhead and include the name, title, signature, and license number of the evaluator.

Before a formal review process can commence, all appropriate documentation must be received by the OSS. Provision of accommodations in high school or other non-NEL|B institution, or standardized test, does not guarantee that the same or any accommodations will be awarded at New England Law | Boston.

All documentation is considered confidential and can be mailed, faxed, or emailed to:

Office of Student Services
New England Law | Boston
46 Church Street, 2nd Floor
Boston, MA 02116
Telephone: 617.422.7477
Fax: 617.422.7333
accessibility@nesl.edu