

Montana Tech Disability Services Documentation Guide for Mental Health/Medical Professionals

In order to ensure the provision of reasonable and appropriate accommodations for students with disabilities, Disability Services requires documentation from a qualified physician or other licensed professional.

In order to qualify for Disability Services students must establish a disability under one of the three “prongs:

- (1) Have a physical or mental condition that substantially limits one or more major life activities;
- (2) Have a history of such a physical or mental condition;
- (3) Be regarded as having such an impairment.

**major life activities include but are no limited to caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.*

If you identify that a student’s condition reaches the threshold of disability services (one of the three prongs), the information listed below is required.

1. The documentation should include the following information:

a) A diagnostic statement identifying the disability(s) for which accommodations are being sought. This would be a mental health diagnosis per DSM-5 criteria and/or a medical diagnosis. If the condition is temporary, please provide prognosis.

Test Anxiety is not a diagnosis per the DSM-5. Those students that identify with this condition however, may suffer impairment of clinical significance. If a diagnosis cannot be determined (e.g. Generalized Anxiety Disorder, Social Phobia, Panic Disorder) severity of the condition must be assessed. Those that experience the following would not qualify for disability accommodations:

- I. The student becomes anxious on an exam, but performance is not significantly below what would be expected based on the student's knowledge or skill, then the anxiety is not clinically significant on this dimension.
- II. The student may become anxious during an exam, but the degree of distress may be well within the range experienced by most students in a testing situation and therefore not clinically significant.
 - i. To assess the degree of distress, a Test Attitude Inventory or Reaction to Tests can be administered.

b) A brief summary of the information gathered from the clinical interview, rating scales, test instruments, and/or diagnostics tests used to assess/diagnose and rule out other explanations.

c) A description of the current severity of the condition and the student's limitations in an academic setting.

d) A list of any medications or other treatments the student is currently utilizing, including any possible medication/treatment side effects that specifically relate to the identified clinical condition/disability.

e) Suggestions for accommodations that relate specifically to the identified disability. (DS will assess these recommendations as to appropriate and reasonableness to the academic setting.)

g) Attach any additional information you feel is relevant in determining accommodations.

2. Preference is that the prepared documentation:

a) Be on letterhead.

b) Be typed, dated, and bear the signature of the provider.

c) Include the name, title, and professional credentials of the provider.

Please consider referring the student to one of the following Campuses Resources:

Mental Health Counseling Services: Amy Lorang, LCPC, (496-4429, alorang@mtech.edu) or Tara Kloker, (406-496-3730, tkloker@mtech.edu).

Academic Center for Excellence (Student Success Center, 3.132): Students who are experiencing test anxiety/academic stress related to time management or study skills qualify for coaching and skill building intervention.

International Services: Students experiencing anxiety related to **English Proficiency** within a classroom setting should meet with the Director of International Services (Student Success Center, 3.3143) to discuss the resources and assistance available to them.

Please contact the Disability Services and Accessibility Coordinator, Shauna Goodell (406-496-4428, sgoodell@mtech.edu), or the Interim Dean of Students, Dr. Leslie Webb (406-496-4198, lwebb@mtech.edu) if you have any questions.