



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

**Student Success Center  
Accessibility Services  
301-696-3421  
Hood College  
401 Rosemont Ave. Frederick, MD 21701  
301-696-3569**

Students who are trying to find accommodations from Hood College on the base of a mental health diagnosis are required to submit documentation to verify admissibility. The following guidelines are provided to assure that evaluation reports are appropriate for admissibility.

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

- Start age of symptoms
- Severity of the symptoms
- Medical, medication, and psychiatric history, as relevant
- Information about waxing and waning of symptoms
- Impact of symptoms on learning, reading, writing, and focusing
- Support services and accommodations used successfully at the high school level

**2. The letter must be current.** This means within the past 3-6 months. Since this documentation is the base for deciding reasonable accommodations, it is in the student's best interest to provide documentation that shows the student's current level of functioning and capability to perform in an academically competitive college environment.

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

**4. Qualified evaluator:** A letter from the health professional, a psychiatrist or psychologist who is overseeing the care of the student is sufficient documentation. The letter must be written on the evaluator's letterhead. Notes handwritten on prescription blanks are not acceptable.

**A student that had a Section 504 plan, and Individual Education Plan (IEP) or a private school academic accommodation plan in K-12 schooling should submit those documents in full (not partial pages), but those alone will not qualify a student for accommodations.**

**Current/Enrolled Hood Students:**

**Getting started with the Office of Accessibility Services**

If you need disability accommodations while at Hood College, you will be working with the staff at the Office of Accessibility Services. Our office works cooperatively with other College departments to provide accommodations for students' academic and residential settings.

**Step 1:**

In addition to this document, make sure to review the [Accessibility Services website](#) to answer any questions, find forms, review documentation guidelines and policies.

**Step 2:**

Review specific process for Academic and/or Housing Accommodations (SEE [drop-downs on webpage](#))

**Step 3:**

Current & newly enrolled students: **Register with Accessibility Services Office.** [Accessibility Services Registration Form](#) (academic, housing & temporary)

**\*Prospective students & families should not submit documentation, and need to complete the [Accessibility Services Inquiry Form: Prospective Students & Families](#)**

**Important Note:**

- Current/Enrolled students provide **documentation only after a student has registered** or documents can be **uploaded to their [Accessibility Services Registration Form](#)**. Please do not email documentation directly to Accessibility Services, unless requested to do so.
- Prospective students should not submit documentation until deposited and enrolled/ready to enroll in courses.