

General Documentation Guidelines

Students who request reasonable accommodations must submit current documentation (i.e., medical/educational/diagnostic reports) from licensed physicians, psychologists, or other qualified professionals, as well as supporting historical records and materials.

Evaluator Qualifications

- The professional conducting the assessments and rendering diagnoses must have comprehensive training with regard to the specific disability being addressed.
- All diagnosticians must be impartial individuals who are not family members of the student.
- The name, title, and professional credentials of the evaluator, including information about licensing or certification, the area of specialization, employment, and state in which the individual practices should be clearly stated in the documentation.

Current Documentation

UCLA generally requires that submitted documentation be within three years old, but will utilize common sense and discretion in accepting older documentation of conditions that are permanent or non-varying. For conditions that are likely to change in presentation, severity, and functional limitations over time (i.e. psychological disabilities, TBI, etc.), documentation no older than one year is typically required. The University, therefore, reserves the right to request additional information in order to determine eligibility.

Comprehensive Documentation should:

- State the specific disability, as diagnosed, and when appropriate, should relate the disability to the applicable professional standards, for example, DSM-IV-TR.
- Provide relevant educational, developmental, and medical history.
- Describe the comprehensive testing and techniques used to arrive at the diagnosis. Include test results with subtest scores (standard or scaled scores) for all tests.
- Describe the functional limitations. Explain how the disability impacts the student's daily functioning and abilities.
- Offer suggestions for accommodations for the disability and the rationale for the accommodations.

Regarding requests for emotional support animals:

Please note that the University does not accept letters from the numerous online companies who (in exchange for a fee) purport to offer verification or certification of the need for an emotional support animal. To warrant approval of a request for an emotional support animal, a student should be prepared to submit appropriate medical documentation that describes a therapeutic relationship between the student and clinician recommending the emotional support animal.