



Documentation Guidelines
for
Students with ADD/ADHD



Department of Learning Services
Mount St. Mary's University
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ADD/ADHD

Students who seek accommodations from Mount St. Mary's University on the basis of diagnosed ADD/ADHD 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.

1. **Testing must be comprehensive.** It is not acceptable to administer only one test for the purpose of diagnosis. The evaluation should include:

- Tests
- Questionnaires
- Interviews
- Surveys
- Observation Instruments

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. **Testing must be current.** In most cases, this means within the past 3 -4 years. 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 an academically competitive college environment.

3. **There must be clear and specific evidence and identification of ADD/ADHD.** Test scores must support the diagnosis of ADD/ADHD.

4. **Test scores/data should be included.** A summary of the following should be included:

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

The Learning Services' staff are skilled at reading documentation and glean important information about a student's abilities from these test scores. This information is very helpful for assistance with choice of major, types of courses to take together (or not), course load and decisions about what support services (assistance with organization, starting papers and time management, for example) to provide.

5. **Qualified evaluator:** Professionals conducting assessment and rendering diagnoses of ADD/ADHD *must be qualified to do so*. The diagnosis of ADD/ADHD should be made by a professional, such as a psychiatrist, educational psychologist, neurologist, or a combination of such professionals who have expertise in diagnosing ADD in adults, and who have expertise in diagnosing other psychiatric disorders which might resemble symptoms of ADD. In addition, it is important that the diagnostician be able to screen for learning disabilities.

- Diagnostic reports must include the names and titles of the evaluators as well as the date(s) of testing.

Complete Request for Accommodation form:

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

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