

SAINT MARY'S UNIVERSITY OF MINNESOTA DISABILITY SERVICES

The process of diagnosing and determining functional limitations of a disability is highly individualized. The following guidelines are provided to help assure an appropriate and comprehensive assessment/report of a disability. Students who seek accommodations at **Saint Mary's University** must provide documentation from appropriate licensed professionals to the Disability Services Coordinator. This information assists in determining if the student has a disability and is therefore eligible to receive reasonable accommodations. The following guidelines are not intended to prescribe or dictate how a condition is diagnosed, but rather to serve as a guide to understanding what information is needed by the Disability Coordinator and why. All documentation is confidential and will be maintained by the Disability Coordinator.

Documentation guidelines for **Attention Deficit Disorder (ADD) or Attention Deficit Hyperactivity Disorder (ADHD)**

1. Documentation of an adult level evaluation. Documentation must be within 3 years of the student's application for assistance.
2. To receive services, students must present appropriate documentation of their disability. This means a diagnosis by a developmental pediatrician, neurologist, psychiatrist, licensed doctoral-level clinical or educational psychologist or a combination of such professionals with expertise in the diagnosis of attention deficit disorder in adults. The documentation must include the following items:

- ✓ Clear statement of the DSM-IV diagnosis.
- ✓ Summary of procedures and instruments used to make the diagnosis.
- ✓ A summary of evaluation results, including standardized scores, if available.
- ✓ Past and present symptoms which meet the criteria for diagnosis.
- ✓ Medical history relating to current use of medication and the impact of the medication on the student's ability to meet the demands of the academic program.
- ✓ Statement of impact and limitations on student's academic performance.
- ✓ Recommendations for academic accommodations to compensate for the disability.

3. Further assessment by an appropriate professional may be required if co-existing learning disabilities or other disabling conditions are indicated.

To help us make a determination of a disability and accommodations, please include responses to the following questions in your report.

- ✓ What is the DSM-IV diagnosis?
- ✓ What assessment instruments were used to make a diagnosis, and what results were revealed?
- ✓ What present or past symptoms were displayed that meet the criteria for diagnosis?
- ✓ What treatment and/or medication is prescribed?
- ✓ How does this condition or the effects of the medication limit the student's ability to learn or to meet the demands of the academic program?
- ✓ Based on the results of your evaluation, what recommendations can you suggest for academic accommodations to compensate for the disability?