

# Guidelines for Documentation of Attention Deficit/Hyperactivity Disorder (AD/HD)

*Last updated March 11, 2015*

Students seeking support services from Whitman College on the basis of a diagnosis of AD/HD are required to submit documentation to verify eligibility. Documentation of AD/HD consists of the provision of professional testing and evaluation and a written report which addresses specific academic needs of the student. The cost and responsibility for providing this professional evaluation shall be borne by the student.

The following guidelines are provided in the interest of assuring that the evaluation and report are appropriate for documenting eligibility. Documentation presented to the Academic Resource Center will remain in a private confidential file in the Academic Resource Center. Staff is available to consult with diagnosticians regarding these guidelines:

1. The report must be prepared by a professional (e.g. licensed psychologist, psychiatrist, or physician) qualified to diagnose AD/HD. Experience in evaluation of adults with AD/HD is essential.
2. The report must be comprehensive. The use of a single test and/or informal screening instruments is not acceptable for the purpose of diagnosis. Written reports should be consistent with the diagnostic criteria found the American Psychiatric Association: Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5). A battery of psychological test and behavior rating scales, a thorough social and educational history, and interviews with the student and family are essential. Current research states that paper and pencil tests that are commonly used to diagnose learning disabilities are not definitive for diagnosing AD/HD, but they do serve to alert the examiner to possible concomitant disabilities.
3. The report must be current. In most cases, this means within the past three years and/or the assessment was completed when the individual was an adult (age 18). Since assessment constitutes the basis for determining reasonable accommodations, it is in a student's best interest to provide recent and appropriate documentation to serve as



the basis for decision-making about a student's need for accommodations in an academically competitive environment.

4. The report must present clear and specific evidence, which identifies the nature of the individual's present level of functioning and how the student's education may be impacted.
5. The report must provide sufficient data to support the particular academic adjustment(s) requested. The documentation should demonstrate that the individual has a disability in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

**All students with disabilities who would like to request accommodations must make an appointment to see the director of the Academic Resource Center at the beginning of each semester. Students are encouraged to contact staff in the Academic Resource Center by phone at (509) 527-5213 or via e-mail at [arc@whitman.edu](mailto:arc@whitman.edu) for more information about accommodations for students with AD/HD.**