



Division for Student Formation
Office of Accessibility Services
Documentation Guidelines for ADD/ADHD

Appropriate documentation should be on letterhead, typed, dated, signed, recent (within 3 years) and include:

- Clear statement of the DSM (Diagnostic & Statistical Manual of Mental Disorders) diagnosis
- Date of diagnosis
- Summary of procedures and instruments used to make the diagnosis, including diagnostic interview, aptitude testing, achievement testing, information processing and behavior rating scale
- Summary of evaluation results, including standardized scores
- Past and present symptoms that meet the DSM 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 current impact and limitations on student's academic performance
- An interpretative summary based on a comprehensive evaluative process
- Recommendations for academic accommodations to compensate for the disability, each accommodation recommended by the evaluator must include a rationale
- The name, title, and professional credentials of the evaluator

Note: An IEP (Individualized Education Program) or a 504 Plan are not considered sufficient for the purpose of diagnosis.

Forward to: Belmont University, Dean of Students Office
Attn: Office of Accessibility Services
Beaman Student Life Center
Mail Stop: 22100 Student Life
Nashville, TN 37212-3757
Email: accessibility.services@belmont.edu
Fax: 615-460-6497