Documentation of Disabilities

It is the responsibility of each student who seeks accommodations and services from Benedictine University to provide a comprehensive, written evaluation of his/her disability. In order to verify the student’s eligibility under Federal, State, and University mandates, and to document his/her need for accommodations and services, this evaluation must meet specific requirements.

ADD/ADHD Documentation: Diagnosis of attention deficit disorder should be made by a licensed professional(s). This documentation should be appropriately current, with 3 years. The diagnosing professional(s) should have expertise in diagnosing attention deficit disorders in adults and in diagnosing other psychiatric disorders that might coexist with attention deficit disorder. Symptoms of some medical disorders and some psychiatric disorders can resemble symptoms of ADD/ADHD. Therefore the assessing professional(s) should make every effort to obtain relevant information about medical and psychological factors which might be contributing to the student’s disabling condition.

An assessment for ADD/ADHD must include the following:

1. Interviews and questionnaires which permit the student to describe current concerns and past problems;

2. Observation of the student’s behavior;

3. Complete developmental, educational, and medical histories;

4. Diagnosis, date of diagnosis, and specification of the current DSM criteria on which the diagnosis was based;

5. Results of cognitive tests;

6. An evaluation of the effectiveness of past and current medications prescribed for relief of ADD/ADHD symptoms;

7. A summary of findings. If a student is found to have a disabling condition, the assessment summary should explain the relationship between this condition and the problems the student has been encountering in academic and other settings; and

8. Recommendations about areas in which academic accommodations may be needed.

9. Title, professional credentials, and contact information of the licensed clinician.