



To determine appropriate accommodations and support services, documentation must be provided by a qualified licensed professional with experience diagnosing ADD/ADHD. Documentation should be recent (within the past 3 years).

### **Required Elements of Documentation**

**1. Diagnostic Statement**

- a. A clear statement of the diagnosis using the current DSM (Diagnostic and Statistical Manual of Mental Disorders) criteria
- b. A description of past and present symptoms that meet DSM diagnostic criteria

**2. A Summary of procedures and instruments** used to establish the diagnosis, which may include:

- a. Diagnostic interview
- b. Aptitude testing
- c. Achievement testing
- d. Information processing measures
- e. Behavior rating scales

**3. An interpretive summary** of comprehensive evaluation results, including standardized scores

**4. Relevant medical history**

- a. Current use of medication and its impact on the student's academic functioning
- b. Use of assistive technology (e.g., smart pen, audio books, apps, etc)

**5. A statement of current impact and limitations** on the student in the academic setting

**6. Recommendations for specific academic accommodations** to support the student in the postsecondary academic environment. Where possible, evaluators are encouraged to include a rationale for each recommended accommodation to clarify how it is related to the diagnosed condition and observed functional limitations.

**7. Provider Information**

- a. Documentation should be on the provider's letterhead, signed and dated
- b. Must include the name, title, and professional credentials of the evaluator

**Note:** An **IEP (Individualized Education Program)** or **504 Plan** alone is **not sufficient** as the sole documentation for determining accommodations at the postsecondary level, although it may provide helpful context.

**Submit Documentation to:** Belmont University  
Attn: Office of Accessibility Services  
Beaman Student Life Center  
Mail Stop: 22100 Student Life  
Nashville, TN 37212-3757  
Email: [accessibility.services@belmont.edu](mailto:accessibility.services@belmont.edu)  
Fax: 615-460-6497