



Students, faculty, staff, and campus guests wishing to request accommodations due to ADD or ADHD should refer to the following documentation requirements:

1. Requirements of the PRACTITIONER:

- A) Evaluation must be conducted by a licensed mental health professional who has experience with the assessment and diagnosis of ADD/ADHD. Included among acceptable mental health professionals are licensed clinical social workers, licensed professional counselors, psychologists, psychiatrists, and neurologists.
- B) Practitioners need to adhere to their profession's code of ethics as it relates to qualifications and conflicts of interest.
- C) Documentation must be typed, dated, signed by the evaluator, and submitted to DR on professional letterhead in English.

2. Requirements of the REPORT:

- A) Historical information illustrating evidence of the disorder during childhood and adolescence, including academic or job history. This may be based on parent and/or teacher reports, a spouse report, transcripts/report cards, tutoring evaluations, past psycho-educational testing, and/or third party interviews.
- B) A clear statement of the diagnosis, including pertinent symptomatology, any fluctuations in the individual's condition, and evidence of ongoing impulsive/hyperactive or inattentive behaviors that significantly impair functioning in at least two settings.
- C) Information pertaining to the individual's current level of functioning in the educational or work setting. A clear explanation of how the symptoms of ADD/ADHD currently cause significant limitations for the individual, within the academic environment or workplace must be included.

All documentation is confidential and should be submitted to:

Disability Resources, Drexel University
3141 Chestnut Street, 81-210 / Philadelphia, PA 19104
Phone: 215.895.1401 Fax: 215.895.1402 disability@drexel.edu

Registering with Disability Resources

Drexel University ensures that people with disabilities have an equal opportunity to participate in its programs and activities. Members and guests of the Drexel community who have a disability and need accommodations to participate fully in Drexel University's programs need to file a formal request for accommodations with DR. Along with the request for accommodations, the individual needs to submit appropriate medical or psycho-educational documentation (*See Documentation Requirements*). DR will consider all requests on a case-by-case basis and in a timely fashion. If an individual makes an accommodation request that is not supported by the documentation on file, DR has the right to solicit additional documentation. Once DR obtains complete documentation and has worked with the individual and any other necessary entities to determine reasonable and appropriate accommodations, the official Accommodation Verification Letter (AVL) is issued by DR specifying the approved accommodations.

Documenting Attention Deficit Disorder

The nature and impact of *Attention Deficit Disorder, With and Without Hyperactivity (ADHD/ADD)*, can manifest itself in a variety of ways among individuals. The condition can also present a wide array of symptoms and functional limitations to any given individual over a lifetime. Therefore current documentation serves as the foundation for providing accommodations at Drexel University. The age of acceptable documentation is dependent upon the disabling condition, the current status of the individual, and the individual's request for accommodations.

Testing is not required for a diagnosis of ADD/ADHD. However, test results can be helpful as supporting documentation for accommodation requests. Tests may include assessments of intellectual ability, memory function, attention or tracking, continuous performance tests, and surveys or checklists. For all tests administered, the name of the test, standard scores, and percentiles should be reported. If testing is included, the report should discuss how the results support the diagnosis of ADD/ADHD and the impact of the condition on the individual.

DR understands that an individual's functioning may be affected at times by the absence or presence of mitigating measures (such as medication, auxiliary aids, adaptive devices, etc). Evaluators should disclose the impact of mitigating measures and DR staff will accommodate based on the individual's lowest level of functioning.