



ADHD DOCUMENTATION GUIDELINES

Students seeking academic and/or non-academic accommodations at Wingate University must self-declare a disability and provide supporting documentation as a first step in requesting reasonable accommodations. The documentation will be reviewed by the staff of Disability Support Services to establish eligibility for services. All documentation will be kept confidentially and in a secured location. In order to receive accommodations, the documentation must demonstrate that you have an impairment or condition that substantially limits functioning in one or more major life activities.

Accommodations and services are based upon assessment of the current impact on academic performance or access to the University's programs, facilities and services. IEPs, 504 plans and summary letters if provided as the only documentation are usually insufficient. Applicants are encouraged to provide comprehensive documentation to facilitate the process of determining eligibility for services in a timely manner.

Wingate University Office of Disability Support Services will make the final determination of whether appropriate and reasonable accommodations are warranted and can be provided for the student. **Students with disabilities are expected to satisfy the academic standards required by the college**

REQUIRED DOCUMENTATION

Submit a current (within 5 years) neuropsychological, psychological, or ADHD testing report specifying a diagnosis of ADHD, signed and dated by the examiner. OR

Submit responses to the following questions completed by a medical or psychological examiner and typed on letterhead. The letter must be signed, dated and include licensure/certification information. ***Do not submit handwritten documentation.*** The documentation must include:

1. Diagnostic code (DSM-IV, IV-R, V), date of diagnosis, and date of last visit.
2. Severity of condition: mild, moderate or severe. **Please provide examples.**
3. How did you arrive at your diagnosis? Possible responses include: structured or unstructured interviews with the student or other persons, behavioral observations, developmental/medical history, educational history, or rating scales.
4. What medication(s) does the student take for ADHD? Do symptoms persist even with medication?
5. Describe in detail the present impact of ADHD in two or more major areas of the student's life. **Accommodations will be determined based on this information.**
6. Please list and explain other medical conditions or psychiatric diagnoses that may affect the academic performance of this student.

Please send documentation and/or direct questions to:

Disability Support Services Office Wingate University
PO BOX 159
Wingate, NC 28174
Phone: 704-233-8271
Fax: 704-233-8268
access@wingate.edu