



## ADD / ADHD: Criteria for Documentation

*(Attention Deficit Disorder/ Attention Deficit Hyperactivity Disorder)*

Germanna Community College requires that the following criteria, consistent with the DSM-IV (Diagnostic and Statistical Manual, version IV) be met in documenting ADD/ADHD in adults. DSM-IV criteria are to be used by individuals with appropriate current training and experience in diagnosis. Criteria should not be applied mechanically by untrained individuals, but should be summarized in a cohesive report supporting the diagnosis. Without such written documentation, a student will be unable to receive appropriate academic accommodations that may be critical for his/her success. If there are any questions regarding the required documentation, please contact the Coordinator of Disability Services, (540) 891-3019.

Listed below are the (7) criteria for accepting evaluations documenting ADD / ADHD:

1. Assessment on which documentation is based must have been completed no more than 3 years prior to the student's application for academic assistance, OR must have been completed as an adult.
2. Submit a reported history of symptoms of ADD/ADHD by age of seven that is corroborated by an independent source. Possible data sources: clinical interview, past psychological evaluations, parent report, teacher report, and behavior rating scale completed by parent.
3. Self report of six or more current symptoms from DSM-IV criteria for ADD / ADHD. Possible data sources: clinical interview or behavior rating scales.
4. Documentation of both childhood and current adult behavior on rating scales of ADD ADHD symptoms that have appropriate age norms. Possible data sources: norm based behavior-rating scales.
5. Corroboration of current ADD /ADHD symptoms across multiple settings by two independent observers with knowledge of the student's functioning (e.g., spouse, teacher, supervisor, co-worker, and/or clinical observations). Possible data sources: significant other interview (in person or by telephone), behavior rating scale completed by significant other, classroom observations, or clinician observations.



6. A report documenting clear evidence of interference with developmentally appropriate academic or social functioning.
7. Schizophrenia, borderline personality disorder, autism, or mental retardation are not the primary disability, nor are mood disorder, anxiety disorder, or substance abuse the primary cause of reported ADD / ADHD symptoms. Assessment of these differential diagnoses must be documented. Possible data sources: clinical interview, self-reported checklists of psychiatric symptoms, personality assessment measures.

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**Return documentation/evaluations to:**

Win Stevens  
Coordinator of Disability Services  
Germanna Community College  
Fredericksburg Area Campus  
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Fredericksburg, VA 22408

(540) 891-3019

Special Needs Counselor  
Germanna Community College  
Locust Grove Campus  
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