

Westminster College

DOCUMENTATION GUIDELINES for LEARNING DISABILITY

Dear Physician or Diagnostician:

Westminster College requires that the following criteria, consistent with the most recent edition of the DSM, be met in documenting a Learning Disability in adults. Without such written documentation, a student will be unable to receive appropriate academic accommodations that may be critical for his/her success.

- 1) Professionals that may provide supporting documentation include clinical/school/neuro-psychologists, psychiatrists, physicians, and learning disability specialists. The diagnostician must not be a family member.
- 2) The documentation must be on official letterhead and clearly state the diagnostician's name, title, professional credential, place of employment, areas of specialization, and contact information.
- 3) The diagnostician's signature must be in ink.
- 4) The documentation must be no more than three years old.
- 5) The documentation should include:
 - a) Student's name.
 - b) Specific diagnosis of a learning disability based on DSM criteria.
 - c) Examples of how the learning disability substantially limits major life functions.
 - d) Summary of assessment procedures and evaluation instruments used to make the diagnosis.
 - e) Summary of evaluation results; quantitative information must be in standardized scores or percentiles.
 - f) Developmental history that is pertinent, (psychological, behavioral, and academic information). Indicate how the medication impacts the student's academic/personal functioning.
 - g) Specific recommendations for reasonable accommodation. Recommendation must be based on significant functional limitations and supported by the diagnostic assessment.

Please send your completed documentation to Faith Craig, Director of Disability Resources, Westminster College, New Wilmington, PA 16172 or FAX to 724-946-6140. Thank you for your time and efforts to assist this student.