

DOCUMENT GUIDELINES FOR DEAFNESS | HEARING IMPAIRMENT

These guidelines describe documentation needed to validate eligibility for accommodations due to deafness or hearing impairment. Physicians, otologists, and otorhinolaryngologists (ear, nose, and throat physician) are qualified to provide a diagnosis and treatment for hearing disorders. Current audiograms should be provided by an audiologist. Please include the following when gathering your documentation for evaluation.

- 1. Documentation must be on letterhead, signed and dated by a qualified evaluator, including the credentials of the person making the diagnosis.**
- 2. Assessment on which the documentation is based was completed no more than three years prior to the student's application for accommodations, OR must have been completed as an adult (18 years old or older) and still be considered current.**
- 3. Include clear statement of deafness or hearing impairment which meet the criteria for diagnosis, along with a current audiogram.**
4. Include a summary of assessment and evaluation instruments used to make the diagnosis, along with evaluation results.
5. Include all assessment scores supporting this diagnosis.
- 6. Include a statement regarding the use of hearing aids if appropriate.**
- 7. Include a statement specifying the major life activities limiting the student and the degree of impact on the student's academic program caused by these limitations.**
8. Include medical information relating to the student's needs, along with current medication or aids used by the student and their effect on the limitations listed in #7.
- 9. Specify recommendations and rationale for accommodations.**
10. Other documentation showing a history of prior accommodations and indication of their benefits may also be included.