



## **Documentation Guidelines for Students Who Are Deaf or Hearing Impaired**

### **Professional Qualifications of the Evaluator:**

Physicians, including otorhinolaryngologists and otologists, are qualified to provide diagnosis and treatment of hearing disorders. Audiologists may also provide current audiograms. The qualified professional should be an impartial individual who is not a family member of the student.

### **Documentation must include:**

- All documentation reports must be typewritten and signed on professional letterhead being the qualified professional's address, phone and clinical affiliation.
- A clear statement of deafness or hearing loss, with a current audiogram that reflects the current impact the deafness or hearing loss has on the student's functioning (the age of acceptable documentation is dependent on upon the disabling condition, the current status of the student, and the student's request for educational accommodations).
- A summary of assessment procedures and evaluation instruments used to make the diagnosis and a narrative summary of evaluation results.
- Medical information relating to the student's needs and the status of the individual's hearing (static or changing) and its impact on the demands of the academic program.
- A statement regarding the use of hearing aids, cochlear implants or other assistive devices.
- A statement about the functional impacts or limitations of the hearing loss on learning and other major life activities and the degree to which it impacts the individual within the context of higher education.

- Suggestions of reasonable educational accommodations that may be appropriate in the postsecondary level are encouraged. These recommendations should be supported by the diagnosis.

Please send documentation forms to:

Student Accessibility Services  
Worcester State University  
486 Chandler Street  
Worcester, MA 01602-2597  
Phone: 508.929.8733 Fax: 508.929.8214  
Email: [sas@worchester.edu](mailto:sas@worchester.edu)