University of Texas at Arlington  
Office for Students with Disabilities

Communication Disorder(s) Documentation Guidelines

In order to fully evaluate requests for accommodations or auxiliary aids and to determine eligibility for services, the Office for Students with Disabilities (OSD) requires documentation of your disability. The documentation you provide should include an evaluation by an appropriately licensed professional who has direct experience in working with an adult population. The documentation must make evident the current impact of the disability as it relates to the accommodation(s) requested and include a description of any and all functional limitations.

Speech and language disorders refer to problems in communication and related areas such as oral motor function. These delays and disorders range from simple sound substitutions to the inability to understand or use language or use the oral-motor mechanism for functional speech. Those accommodations prescribed by the OSD are provided so that students have equal access to activities and programs at UT Arlington. Professionals conducting assessments and rendering diagnoses must be qualified to do so. Such documentation should be on letterhead and contain the professional’s signature and license number. The evaluator must be impartial and not related to the person being evaluated.

The general guidelines listed below are developed to assist you in working with your treating/diagnosing professional(s) to prepare the information needed to evaluate your request(s).

If after reading these guidelines and reviewing disability specific information provided below, you have any questions, feel free to call the office at 817-272-3364 (voice) or via Relay Texas at 1-800-RELAY TX (735-2989).

Documentation

Documentation validates the functional limitations, which allows consideration for accommodation requests. The currency of documentation is dependent upon the nature of the communication disorder. Thus, if the condition that leads to the communication impairment is progressive, OSD may request updated documentation. However, each request will be evaluated on a case by case basis. Be sure to submit your most recent documentation. Documentation should include but is not limited to:

- A clear statement of the communication disorder with supporting data.
- A summary of present symptoms which meet the criteria for diagnosis of a communication disorder.
- Medical information relating to the student’s needs and the status of the student’s current impairment (static or changing) and its impact on the demands of the academic program.
• Narrative or descriptive text providing both quantitative and qualitative information about the student’s abilities which might be helpful in understanding the student’s profile, including the use of auxiliary aids, hearing aids (if appropriate), etc.

• Suggestions of reasonable accommodation(s) which might be appropriate at the post secondary level are encouraged. These recommendations should be supported by the diagnosis.

Listed below are recommended forms of documentation and appropriate professionals to complete the documentation.

Types of Documentation
• Audiogram
• Speech Language Pathologist Evaluation

Professionals
• Licensed Audiologist
• Licensed Speech Language Pathologist

General Guidelines for all Disabilities

It is important to recognize that accommodation needs can change over time and are not always identified during the initial diagnostic process. A prior history of accommodation, without demonstration of current need, does not in and of itself warrant the provision of a like accommodation. OSD will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided to the individual.

All documentation submitted to OSD is considered to be confidential under FERPA guidelines.

Documentation should be sent to the following address:
Office for Students with Disabilities
601 South Nedderman Dr.
102 University Hall, Box 19510
Arlington, Texas 76019
817-272-3364 (voice)
1-800-RELAY TX (735-2989)
817-272-1447 (fax)
osd@uta.edu