Deaf and Hard of Hearing 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 (when applicable). The documentation should 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. 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 hearing loss. Thus, if the condition that leads to the loss of hearing is progressive, OSD may request updated documentation. While recent documentation is preferred, each request will be evaluated on a case by case basis. Documentation should include but is not limited to:

- A clear statement of a hearing impairment with supporting data.
- A summary of present symptoms which meet the criteria for diagnosis of a hearing impairment.
- Medical information relating to the student’s needs and the status of the student’s hearing (static or changing) and its impact on the demands of the academic program and functional limitation.
- Narrative or descriptive text providing both quantitative and qualitative information (i.e. audiogram) about the student’s abilities which might be helpful in understanding the student’s profile, including the use of auxiliary aids and/or hearing aids (if appropriate).
- 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
- Certificate of Deafness (if applicable) – Additional documentation may be necessary.
- Speech Language Pathologist Evaluation

**Qualified Professional or Organization**
- 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)  
ods@uta.edu