## **Checklist for Hearing Impairments or Deafness**

Documentation should be prepared by a person who is an unrelated, neutral professiona qualified, by training and practice, to diagnose and treat the impairment leading to the disability.
For deafness and other hearing impairments, an audiologist or otolaryngologist (ear, nose and throat doctor) should make the diagnosis. If students have not secured a professional they should look in their insurance company's provider directory, the Yellow Pages or should ask a family physician for referrals.
Include name, title, professional credentials, licensure/certificate information, original signature and contact information. Reports should be written in English or translated into English by a qualified translator.
The report must be typed on dated letterhead of either the practitioner or the agency hosting the practice. Access Services will not accept handwritten notes on prescription pads, photocopies of physician's notes or hospital discharge papers.
Documentation should date within the last three years unless condition is stable and permanent.
State the diagnosis (with ICD code) and identify when the diagnosis was first made. Indicate type of hearing loss (conductive or sensorineural).
Provide results of audiogram showing the degree of hearing loss. Indicate whether the degree of functional impairment is mild, moderate or substantial.
Indicate whether the hearing loss is temporary or permanent and static or progressive
Indicate whether assistive devices mitigate the condition.
State the specific functional limitations relating to an academic environment and/or academic performance.
Indicate whether hearing aids or medication mitigates the condition. If medication, include information on the potential side effects on the student's ability to face college-level academic demands and stressors.
Recommend academic accommodations and services; the goal is to reasonably minimize the impact of the functional limitations on the student's academic performance or participation in programs and activities.
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