



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

DEAF OR HARD OF HEARING DOCUMENTATION GUIDELINES

Students requesting accommodations may be required to submit documentation to verify eligibility under the ADA of 1990 and Section 504 of the Federal Rehabilitation Act of 1973. Appropriate documentation of the disability allows the Office of Disability Services (ODS) to determine the student's eligibility for accommodation and the appropriate academic accommodations. **PLEASE NOTE** that students should not delay meeting with ODS out of concern for not having the correct (or any) documentation. If needed, the Coordinator can discuss with the student any specific documentation needs during the Welcome Meeting. **Our priority is on meeting with students and beginning the accommodations process for them as soon as possible.** Provisional accommodations may be provided to allow students time to procure any needed documentation.

The following guidelines are provided in the interest of assuring that the documentation validates the presence of a disability, demonstrates an impact of the disability on learning, and supports the request for accommodations and services.

1. Documentation must include clinical observations by an Audiologist. Information may include:
 - a) Cause of hearing loss (prenatal influence or congenital, infectious disease, injury, general disease, undetermined), and if it is non-progressive, progressive, or secondary complications.
 - b) On-set of hearing loss (birth)
 - c) Clinical diagnosis (deaf or hard of hearing) and/or level of hearing loss (moderate, severe, profound). Be specific.
 - d) Audiogram (most recent)
2. Documentation should include functional hearing characteristics including if the person was pre-lingually deaf and/or has a secondary disability such as Ushers Syndrome. It should express clinical terms as more concrete information for the setting of higher education.
3. A summary of the condition and evidence of a substantial limitation to learning or other major life activity must be provided.
4. Specific cognitive processing strengths, weaknesses, and deficits should be discussed. Clear documentation of deficit areas is necessary in order for the college to provide appropriate accommodations.
5. A statement of functional impact or limitations of the disability on learning or other major life activity and the degree to which it impacts the individual in the learning context for which accommodations are being requested.

Office of Disability Services
915 Volunteer Blvd/100 Dunford Hall, Knoxville, TN 37996-0315
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6. Other documentation that is helpful to include when doing a comprehensive assessment:
 - a) Intelligence/Aptitude testing
 - b) Sensory/Motor skills
 - c) Academic Skills/ Concept Development
 - d) Social/ Emotional/ Affective Information
 - e) Functional Living Skills (i.e. orientation and mobility, ADL's)
 - f) Any assistive listening devices that are used

7. The documentation must include the following information:
 - a) Names of the assessment instruments used
 - b) Quantitative and qualitative information which supports the diagnosis
 - c) The areas of educational impact and the severity of the condition
 - d) Recommendations for prescriptive treatments
 - e) Notation of medications prescribed, if any, and potential impact on learning
 - f) Additional observations or recommendations which could assist in adequately serving the student
 - g) The names, titles, addresses and phone numbers of the evaluator(s), as well as the date(s) of testing.

Please note that in reviewing the specific accommodation requested by the student or recommended by the physician/evaluator, ODS may find that while a recommendation is clinically supported, it is not the most appropriate accommodation given the requirements of a particular student's academic program. In addition, ODS may propose clinically supported accommodations that would be appropriate and useful for the student, but which neither the student nor the evaluator have requested.

The aforementioned guidelines are provided so that ODS can respond appropriately to the individual needs of the student. ODS reserves the right to determine eligibility for services based on the quality of the submitted documentation. Documentation may need to be updated or augmented in order to be reviewed more fully.

ALL DOCUMENTATION IS CONFIDENTIAL

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