

UTK OFFICE OF DISABILITY SERVICES
DOCUMENTATION GUIDELINES FOR INDIVIDUALS WHO ARE
DEAF OR HARD OF HEARING

Students who are requesting support services from the Office of Disability Services at The University of Tennessee are required to submit documentation to verify eligibility under the ADA of 1990. The following guidelines are provided in the interest of ensuring that the documentation is complete and appropriate:

1. Documentation must include clinical observations by an Audiologist. Things to include as documentation of a hearing impairment:
 - 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, reasonable 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.

6. Other things that are 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 us 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.

These guidelines are provided so that the Office of Disability Services can respond appropriately to the individual needs of the student. The office reserves the right to determine eligibility based on the quality of the submitted documentation. If the documentation does not demonstrate the existence of a hearing impairment, its impact on the student's educational performance and the need for accommodations, further documentation will be required for services.

All documentation is confidential

Please submit documentation and/ or inquiries to:

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(Fax) 865-974-9552