

Guidelines for Documenting Hearing Impairments

Students seeking support services from Accessibility Services on the basis of a previously diagnosed hearing loss must submit documentation that verifies their eligibility under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). The documentation must describe a disabling condition, which is defined by the presence of significant limitations in one or more major life activities. Merely submitting evidence of a diagnosis is not sufficient to warrant academic accommodations.

If submitting a Certification of Deafness from the New Mexico Commission for the Deaf and Hard of Hearing, please include the documentation used to qualify for the certification.

A physician, audiologist, speech and hearing specialist or other qualified professional should make the diagnosis. The diagnostician should not be a family member of the student. Documentation should include:

1. A clear statement of deafness or any degree of hearing loss with a current audiogram is required. The age of acceptable documentation is dependent upon the condition and the nature of the student's request for accommodations. Hearing loss of a changing nature may need to be documented more frequently. Include: cause of hearing loss, on-set of hearing loss, and clinical diagnosis.
2. A summary of assessment procedures and evaluation instruments that were used to make the diagnosis and a narrative summary of evaluation results.
3. Medical information relating to the student's needs, the status of the individual's hearing (static or changing), and the impact on the demands of the academic program.
4. A statement of the functional impacts or limitations of the hearing loss 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.
5. Specific cognitive processing strengths, weaknesses, and deficits.
6. All documentation must be submitted on the official letterhead of the professional describing the disability. The report should be dated and signed and include the name, title, and professional credentials of the evaluator, including information about license or certification.