

## **Guidelines for Clinical Documentation of Deafness or Hard of Hearing**

The provision of reasonable accommodations for otherwise qualified individuals with diagnoses of a hearing disability will be made on a case-by-case basis, and will be based on current impact on functioning. Prior diagnosis or a prior history of receiving accommodations, does not guarantee the provision of similar accommodations in the absence of additional documentation.

The documentation must describe a disabling condition, which is defined by the presence of substantial limitations in one or more major life activities. The following guidelines are provided to ensure documentation not only validates the existence of a disability, but establishes the impact of the disability on the individual's functioning, and supports the request for accommodations, academic adjustments, and/or auxiliary aids.

Disability Support Services will make the final determination regarding whether accommodations are reasonable and can be provided in the University environment. This determination will be based not only on the data provided in the documentation, but also on Colorado School of Mines criteria for reasonable accommodations.

**All information obtained in diagnostic and medical reports will be maintained and used in accordance with applicable confidentiality requirements.**

### **Documentation should be sent to:**

Disability Support Services  
Colorado School of Mines  
W. Lloyd Wright Student Wellness Center  
1770 Elm St., Room 209  
Golden, CO 80401

Fax: 303-384-2009

**Please expect a minimum of two weeks for a review of documentation.**

## **Documentation Requirements:**

### **A Qualified Evaluator Must Conduct the Evaluation:**

Professionals qualified to diagnose and recommend accommodations must be trained and experienced. The following professionals would generally be considered qualified: Physicians, including otorhinolaryngologists and otologists; Audiologists are qualified to provide current audiograms.

Name, title, professional credentials of evaluator, and information about licensure and/or specialization are required. All evaluation reports must be typed on letterhead, signed, and dated.

### **Documentation Must Be Current:**

- Documentation must show that a disability is currently impacting function in one or more major life activity. The age of acceptable documentation may depend upon the need for accommodations in the post-secondary setting and those accommodations being requested.
- In most cases, evaluation must have been completed within the past three years.

### **Documentation Must Include the Following Components:**

#### Specific, Current Diagnosis

- An audiological evaluation and/or audiogram.
- An interpretation of the functional implications of the diagnostic data and hearing aid evaluation when appropriate.
- Medical information relating to the student's needs and status of the student's hearing (static or changing) and its impact on the demands of a university academic program.
- A description of assistive technology and/or adaptive equipment currently being used, including brand names and models.

#### Recommended Accommodations

The recommendation of reasonable accommodations must be appropriate for the postsecondary level and Colorado School of Mines, and must be supported by the diagnosis. If extended test/quiz and/or lab time is recommended, the amount of time must be specified. Rationale must be given for each recommendation.