

## **Deaf and Hard-of-Hearing Documentation Policy**

Evaluations must be conducted by a qualified impartial professional (otorhinolaryngologist, otologist, and/or audiologist; not a family member). Doctor's excuses on prescription pads and handwritten letters are not sufficient for documentation of a disability.

Documentation must include the following:

- Letterhead (name, license/certification/degree, area of specialization, employment address, phone and signature)
- A clear statement of deafness or hearing loss, with an audiogram that reflects the current impact the deafness or hearing loss has on the student's functioning (the age of acceptable documentation is dependent upon the condition and the current status of the student's hearing)
- A summary of assessment procedures and evaluation instruments used to make the diagnosis
- A narrative summary of evaluation results
- Medical information relating to the student's needs and the status of the student's hearing (static or changing)
- A statement regarding the use of hearing aids and/or cochlear implants
- A statement of the functional impacts or limitations of the disability on learning in the post-secondary academic environment