

HEARING LOSS

Documentation Guidelines for a Hearing Disability *DISABILITY SERVICES for STUDENTS at The Cove* Cedarville University

Disability Services provides services to qualified students with a hearing loss. Documentation from appropriate professionals trained in the diagnosis and treatment of hearing disorders is appropriate. These may include audiologists, speech or hearing specialists, or other professionals. The professional must be an impartial individual who is not a family member of the student.

Documentation must be typed or printed on official letterhead, dated and signed by the professional evaluator with information regarding the licensed professional's title and/or certification indicating the area of specialization, address and phone number.

The following documentation guidelines are provided in the interest of assuring that the documentation demonstrates the disability substantially limits a major life activity, including learning, is appropriate to verify eligibility, and supports the request for accommodations, academic adjustments, and/or auxiliary aids and services. Recommended documentation should include:

1. The most recent audiogram accompanied by a clear statement of the degree of the hearing loss (mild, moderate, severe, profound) that reflects the current impact on the student's functioning. The date of diagnosis and last date of contact should be included.
2. The status of the individual's hearing loss (static or declining). If declining, its expected progression.
3. A description of the functional impact or limitations of the hearing loss on learning or any other major life activity and the degree to which it impacts the individual in the academic environment for which accommodations are being requested.
4. A description of assessment procedures and evaluation instruments providing both quantitative and qualitative information about the student's abilities.
5. A description of the means of communication used by the student in the past. A statement describing the student's skill in the use of his/her communication skills.
6. A statement regarding the use of hearing aids and/or cochlear implants (if appropriate).
7. Recommendations for strategies, accommodations, and/or auxiliary aids, i.e. Phonic Ear, note taker, real time captioning, sign language interpreting, etc. that would be appropriate for the student in an academic setting which is based on the information gathered, testing results, and observations of

performance may be included. A rationale for the accommodations and/or auxiliary aids recommended should be included.

8. Written verification from previous college, if applicable. Transfer students are encouraged to provide written verification from the previously attended school, which includes the dates served and the accommodations used.

Documentation accepted at Cedarville University might not be accepted by other institutions, agencies and/or programs (e.g. testing agencies, licensure exams, certification programs). Please check with the specific institutions and/or programs to determine their documentation requirements.

NOTE: Disability Services maintains disability files and diagnostic testing information for seven years after the student graduates, transfers, or leaves the university. After that time, the confidential files are destroyed. If a student does not attend Cedarville University but has submitted documentation, the files will be destroyed after two years. Consequently, students should keep a copy of their diagnostic information.

Documentation can be delivered personally, by mail or fax to:

Marilyn Meyer
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217 Center for Biblical and Theological Studies
Cedarville University
251 N. Main Street
Cedarville, OH 45314
Phone: 937-766-3843
Fax: 937-766-7419 (*Effective July 21, 2008*)