

## **Guidelines for Documentation: Individuals Who Are Deaf or Hard-of-Hearing**

Students who are seeking accommodations from Vincennes University who are deaf or hard-of-hearing are required to first submit documentation to the Office of Disability Services for review. Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, students with verified disabilities who are otherwise qualified to attend the university are protected from discrimination and assured equal access to educational programs.

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 specification if it is non-progressive or progressive, and secondary complications;
  - b) Age of onset of hearing loss;
  - c) Clinical diagnosis (deaf or hard of hearing) and/or level of hearing loss (moderate, severe, profound); and
  - 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. Documentation should also incorporate a statement of the functional impact or limitations of the disability on learning or other major life activities and the degree to which it impacts the individual in the learning context when recommended assistive listening devices are used.

These guidelines are provided so that the Office of Disability Services can respond appropriately to the needs of the individual 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.

Please submit documentation and/or inquiries to:

Vincennes University  
Office of Disability Services  
1002 N. First Street  
Vincennes, IN 47591  
Phone: 812/888-4501  
Fax: 812/888-2087  
[disability@vinu.edu](mailto:disability@vinu.edu)

**All documentation is confidential**