

Documentation Guidelines for Deaf/Hard of Hearing

Students requesting support services from Student Disability Services at Drake University are required to submit documentation of their disability to verify eligibility under the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Drake's policies. ADA defines a disability as a substantial limitation of a major life function. The diagnostic report must document a disability.

Submission of documentation is not the same as the request for services. The student must initiate request for services and/or reasonable accommodations once he/she is confirmed at the Drake University. The student must schedule an intake appointment with a staff so that support services and reasonable accommodations may be discussed. Our staff prior to the appointment will review documentation. Reasonable accommodations cannot be implemented until the student's documentation is complete.

The following guidelines are provided to assist the diagnostician in providing the required information. Documentation may be obtained from physicians, including otorhinolaryngologists and otologists who are qualified to provide diagnosis and treatment of hearing disorders. Audiologists may also provide current audiograms. Documentation should include the **names, titles, professional credentials, license number, addresses, and phone numbers** of the evaluators as well as the **date of the report**.

1. A clear statement of Deafness or hearing loss, with a current audiogram (the age of acceptable documentation is dependent upon the condition, the current status of the student, and the student's request for accommodations);
2. A summary of assessment procedures and evaluation instruments used to make the diagnosis and a narrative summary of evaluation results, if appropriate;
3. Medical information relating to the student's needs and the status of the individual's hearing (static or changing) and its impact on the demands of the academic program;
4. A statement regarding the use of hearing aids or cochlear implants (if appropriate)

All documentation is confidential and should be submitted to:

Drake University
Student Disability Services
107 Old Main
Des Moines, Iowa 50311
Phone: 515-271-1835 FAX: 515-271-2376