THIRD PARTY DOCUMENTATION

Deaf/Hard of Hearing

In order to begin receiving reasonable and appropriate accommodations, students must register with the Office of Disability Services (DS). Disability Services suggests that students provide recent documentation of a visual impairment from an appropriately licensed medical professional who has completed comprehensive training in a field related to the disability and has no personal relationship with the individual being evaluated.

- Otorhinolaryngologists, otologists, speech language pathologists or audiologists are appropriate providers of documentation for hearing impairments.
- Documentation that is less than three years old is considered recent.
- Students are responsible for obtaining and providing this documentation to the University.

Here is a CHECKLIST of documentation guidelines that may be of assistance:

☐ **DIAGNOSIS:** A clear diagnostic statement and clinical narrative identifying the hearing impairment and describing how the condition was diagnosed. Please include the following:
  - Date of initial diagnosis and date of last contact with the student
  - The status of the individual’s hearing (static or changing).
  - Procedure/evaluation used for determining diagnosis (e.g. clinical/diagnostic interview, hearing exam, physical examination).

☐ **IMPACT:** A description of how the condition impacts the student currently in an academic setting. This information should be thorough in demonstrating whether and/or how a major life activity (e.g. writing, seeing, hearing, learning) is substantially limited.
☐ **INTERVENTION:** A description of current and past accommodations, as well as assistive listening devices for the student and their effectiveness in ameliorating the impact of the hearing loss (if appropriate).

☐ **RECOMMENDATIONS:** Any recommendations for accommodations or information that may be relevant in determining accommodations.

The prepared document should also:

☐ Be dated and typed on letterhead and bear the signature of the evaluator.

☐ Include the name, title, and professional credentials of the evaluator, including information about licensure or certification.

☐ Include contact information (e.g. name, address, and phone number of practice).

**For a hearing impairment, a school plan such as an Individualized Education Plan (IEP), Evaluative Team Report (ETR), or 504 Plan is not sufficient in and of itself, but can be included as part of a more comprehensive evaluation report.**

The information provided will become part of the students’ educational records and will be kept in the student’s confidential file in the Office of Disability Service at NKU. Documentation can be mailed, emailed or faxed to the information to:

Disability Programs and Services
Student Union, Suite 303
Nunn Drive
Highland Heights, KY 41099
Email: disability.nku.edu
Fax: 859-572-5874