

## Guidelines for Documentation of Hearing Impairments

Students who are seeking support services from Northwest Florida State College's Office for Students with Special Needs on the basis of a diagnosed hearing impairment are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. This means a diagnosis by an audiologist or an otolaryngologist or a combination of such professional with expertise in the diagnosis of hearing impairments. Protection under Section 504 and ADA civil rights statutes is based upon documentation of a disability that **currently substantially limits** some major life activity including learning.

The following guidelines are provided in the interest of assuring that documentation is appropriate to verify eligibility and support requests for reasonable accommodations, academic adjustments and/or auxiliary aids on the basis of a hearing impairment. The Coordinator of Students with Special Needs is available to consult with diagnosticians regarding any of these guidelines.

The documentation must be current (within the past three years), on letterhead, typed in English, dated, signed, and must include:

- Results of an audiogram showing the degree of hearing loss.
- The type of hearing loss (conductive or sensorineural).
- Whether the hearing loss is temporary or permanent, and if it is stable or progressive.
- Whether the condition is mitigated by hearing aids or medication.
- A description of the functional limitation(s) caused by the disability.

Appropriate **reasonable accommodations** and services are individually determined by the Coordinator of Students with Special Needs in consultation with the student on the basis of information in the documentation provided and may include: interpreter services, note taker services, priority registration and registration assistance.

**All documentation is confidential and should be submitted to:**

Elizabeth Smith  
Counselor of Students with Special Needs  
Northwest Florida State College  
100 College Boulevard  
Building E Room 148  
Niceville FL 32578

Telephone 850-729-6079 Fax: 850-729-5300