

Guidelines for Documenting a Hearing Disability**

Policy

Clover Park Technical College is committed to compliance with all applicable state and federal laws and regulations regarding the provision of accommodations needed to provide equal access to qualified individuals with disabilities. Final determination as to the appropriateness of an accommodation in the College setting is evaluated on a case-by-case basis by the Disability Resources for Students Office. Disability related information will be treated in a confidential manner in accordance with federal and state regulations. Documentation of disability and related information will be kept in a separate file in the Disability Resources for Students Office.

Procedure

A student is responsible for providing documentation that supports his/her request for accommodation. It is important that the documentation indicates the student has a disability as defined by federal laws and regulations and that the documentation supports the individual's request for accommodation. The following documentation guidelines are provided in the interest of ensuring that documentation of a Hearing Disability demonstrates a significant impact on a major life activity and supports the individual's request for accommodation.

- An evaluation should be conducted by an audiologist properly credentialed (CCC-Certificate of Clinical Competence) to diagnose and treat the hearing disability as a part of the scope of their practice. The name, title, and professional credentials of the evaluator, should be clearly stated in the documentation. All reports should be on letterhead, dated, signed, and otherwise legible. NOTE: The qualified professional should not be a family relation.
- The documentation should include the date of the most recent assessment, a diagnosis of the hearing disability with a description of the current functional impact/symptoms you are experiencing, including any side effects from medication and/or treatment and a copy of the audiology report. A student may need to submit additional information if current impact cannot be ascertained from the documentation presented.
- A description on the expected progression or stability of the hearing loss over time.

- In addition to the information needed from the health care provider, it is helpful for the student to make DRS aware of any assistive devices or services currently prescribed or used. Suggestions of academic adjustments and/or auxiliary aids with supporting evidence may be included. The final determination regarding the provision of appropriate academic adjustments and auxiliary aids rests with the CPTC Disability Resources for Students Office.

What to do if your existing documentation may not meet the above guidelines or you do not have documentation?

Students who believe their existing documentation may not be sufficient are encouraged to submit what they have to the Disability Resources for Students Office for review by the Disability Resources Coordinator. It might be the case that the documentation is sufficient. In the event additional information needs to be obtained from the diagnostician, the Disability Resources Coordinator can explain to the student what additional information is needed so that the student can return to the diagnostician to obtain the additional information. Depending on the information in the existing documentation, provisional accommodations may be established for a student while the additional documentation is being sought. Students who do not have documentation are also encouraged to meet with the Disability Resources Coordinator to discuss the access barriers they are encountering and obtain information and resources on how to proceed with obtaining documentation and learn of available campus resources that could be of assistance with or without documentation of the disability.

***** These guidelines are not meant to be used exclusively or as a replacement for direct communication with the Disability Resources for Students Office regarding the individual nature of a disability. While submitted documentation meeting the above guidelines may be acceptable to Clover Park Technical College it is important to be mindful that they may/may not meet the documentation guidelines required in other academic or testing organizations (e.g., special certifications, Board examinations, standardized tests for admission to other institutions of higher education).***