DOCUMENTATION GUIDELINES
FOR
STUDENTS WHO ARE DEAF OR HARD OF HEARING

Policy:
Federal law (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) established the rights of individuals with disabilities. Hudson Valley Community College is committed to compliance with all applicable federal laws and regulations regarding the reasonable accommodation needed to provide equal opportunity to qualified individuals with disabilities. Final determination as to the appropriateness of an accommodation to the college setting is evaluated on a case by case basis. In accordance with federal and state regulations disability related information will be treated in a confidential manner.

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

Documentation Guidelines
1. Qualified professional must conduct the evaluation
   An audiological exam must be conducted by a qualified professional. Professionals conducting assessments should have appropriate training in diagnosing hearing disabilities. The name, title, and professional credentials of the evaluator should be clearly stated in the audiological exam.

2. Documentation should be current
   The provision of accommodations is based upon assessment of the current impact of the student’s disabilities. Documentation that is outdated or inadequate in scope or content; does not address the student’s current level of functioning; or does not address changes in the student’s performance since the previous assessment was conducted may not support requested accommodations. When appropriate, additional supportive documentation will be requested.

3. Documentation necessary to substantiate a disability should be comprehensive
   - A copy of the most recent audiological exam, exam must include amount of decibel and frequency loss (is it conductive or neuro-sensory loss).
   - All reports should be on letterhead, typed, dated, signed, and otherwise legible.
   - The statement should include a specific diagnosis, explanation of specific functional limitations, and any recommendations for support.
   - Onset of disability
• Please include a statement pertaining to related conditions (i.e. Mainer's Disease)

• Description of any technologies currently used by the student (i.e. hearing aids, assistive listening devices, cochlear implants, sign language interpreters, real-time captioning, etc)

• Please include specific brand names, model #, type of interpreter, etc.

• Description of the student’s main means of communication and amplification needs.

• Specific recommendations regarding academic adjustments, auxiliary aids and/or services including rationale for each based on the student’s functional limitations.

• When warranted, medical information relating to the student should also include the impact of medication on the student’s ability to meet the demands in the postsecondary environment.

** These guidelines are not meant to be used exclusively or as a replacement for direct communication with the Center for Access and Assistive Technology regarding the individual nature of a disability. While submitted documentation meeting the above guidelines may be acceptable to Hudson Valley Community 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 graduate schools, law schools, etc.).