

Texas Christian University

Coordinator of Student Disabilities Services

Center for Academic Services

Sadler Hall, Room 1010

TCU Box 297710

Fort Worth, TX 76129

Telephone 817-257-6567

Fax 817-257-5358

Website: <http://www.acs.tcu.edu/disability>



Documentation Guidelines for TCU Students with Disabilities

Hearing Impairment

Hearing Impairment generally refers to a physical condition manifested by a lack of sensitivity to sound related to loudness. Hearing impairment typically is categorized by the loss of hearing sensitivity, that is, how soft a listener can hear sounds. A hearing impairment can affect only one ear (unilateral) or both ears (bilateral). The severity of a hearing impairment can vary in degrees, including mild, moderate, severe, or profound. The configuration (shape) of hearing impairment reveals the hearing sensitivity for specific pitches across a frequency range.

In order for a hearing impairment to be considered a disability under ADA it (1) must substantially limit a major life activity; (2) substantially limit a major life activity in the past; or (3) the person with the hearing impairment must be regarded (treated) as if his or her hearing impairment is substantially limiting. The determination of whether a hearing impairment is substantially limiting must be made on an individualized case-by-case basis.

In order to fully evaluate requests for accommodations or auxiliary aids and to determine eligibility for services, the Student Disabilities Services requires documentation of your disability. The documentation you provide should include an evaluation by an appropriately licensed and certified professional who has direct experience in working with an adult population. The documentation must make evident the current impact of the disability as it relates to the accommodation(s) requested and include a description of any and all functional limitations. Specific accommodations will be approved to ensure that students with disabilities have equal access to activities and programs at Texas Christian University.

Professionals conducting assessments and rendering diagnoses must be qualified to do so. Such documentation should be on letterhead and contain the professional's signature, license number, and certification number with a business card. The evaluator must be impartial and not related to the person being evaluated. The general guidelines listed below are developed to assist you in working with your treating/diagnosing professional(s) to prepare the information needed to evaluate your request(s). If, after reading these guidelines and reviewing disability

specific information provided below, you have any questions, feel free to call the office at **817-257-6567 (voice)** or via Relay Texas at **1-800-RELAY TX (735-2989)**.

Documentation

In order to receive accommodations, documentation must be submitted in advance and must be current. Documentation validates the functional limitations, which allows consideration for accommodation requests. In order for documentation to be considered current, one must focus upon the nature of the hearing loss. Thus, if the condition that leads to the loss of hearing is progressive, we may request documentation that is within the last two years. Documentation for non-progressive hearing impairments should be five years or less. However, each request will be evaluated on a case-by-case basis.

Documentation should include but is not limited to:

- A clear statement of a hearing impairment with supporting data.
- A summary of present symptoms which meet the criteria for diagnosis of a hearing impairment.
- Medical information relating to the student's needs and the status of the student's hearing (static or changing) and its impact on the demands of the academic program and functional limitations.

Functional limitations should be determined WITHOUT consideration of mitigating measures (i.e. hearing aids, etc.). Narrative or descriptive text providing both quantitative and qualitative information (i.e. audiogram) about the student's abilities is helpful in understanding the student's profile, including the use of auxiliary aids and/or hearing aids (if appropriate).

Suggestions of reasonable accommodation(s) which might be appropriate at the postsecondary level are encouraged. These recommendations should be supported by the diagnosis. Listed below are recommended forms of documentation and appropriate professionals to complete the documentation. TCU reserves the right to request additional documentation, if necessary.

Types of Documentation

- Audiogram
- Certificate of Deafness (if applicable)
- Speech Language Pathologist Evaluation

Qualified Professional or Organization

- Licensed and Certified Audiologist
- Licensed and Certified Speech Language Pathologist

Once the documentation is received, appropriate University professional(s) shall review it to verify the existence of a disability and to determine appropriate accommodations. Additional documentation may be needed. Should accommodations be authorized, they are NOT retroactive. They take effect upon delivery of accommodation letters to and after conferencing with the student's professor(s).