

**Deafness and Hard of Hearing  
Criteria for Documentation**

- 1. All documentation must be typed on official letterhead and include the signature of a qualified professional along with information concerning their credentials.**
- 2. Documentation must be current (within three years). The date of the most recent assessment must be stated. The documentation should include: a diagnosis, level of severity, date and age of onset of hearing loss, and pertinent history.**
- 3. Method of assessment procedures: audiogram, speech recognition/discrimination evaluations, and whether the hearing loss is stable or progressive. If an audiogram is included, an interpretation of the results by an audiologist is also required.**
- 4. If possible, the documentation should provide a description of functional limitations caused by the hearing loss (particularly in an academic environment) and an explanation of the types of assistive devices that are used and how effective they are.**
- 5. The report must also include how the hearing loss may affect class participation.**
- 6. Recommendations for accommodations must include a detailed explanation for each accommodation.**
- 7. Extended test time will be defined as time and one half unless otherwise documented.**