Guidelines for Documenting a Hearing Loss

Students seeking support services from Students with Disabilities Services (SDS) on the basis of a previously diagnosed hearing loss must submit documentation that verifies their eligibility under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act and the ADA Amendments Act. **The documentation must describe a disabling condition, which is defined by the presence of significant limitations in one or more major life activities.** Merely submitting evidence of a diagnosis is not sufficient to warrant academic accommodations.

**If documentation is not available or is older than 5 years, please contact SDS and request an in-person meeting.** The purpose of the meeting is to discuss possible eligibility for services including history of accommodations and documentation of options.

An audiologist, speech and hearing specialist or other qualified professional should make the diagnosis. The diagnostician should not be a family member of the student. Documentation should include:

a. A clear statement of deafness or any degree of hearing loss with a current audiogram is required. The age of acceptable documentation is dependent upon the student’s condition and the nature of the student’s request for accommodations. It should also note the status of the individual’s hearing (static or changing); hearing loss of a changing nature may need to be documented more frequently.

b. A narrative summary of assessment procedures that were used to make the diagnosis, evaluation results, and list any recommended accommodations.

Further assessment by an appropriate professional may be required if co-existing learning disabilities or other disabling conditions are indicated.

All documentation must be submitted on the official letterhead of the professional describing the disability. The report should be dated and signed and include the name, title, and professional credentials of the evaluator, including information about licensing/certification. Services for Students with Disabilities will make the determination regarding whether accommodations are reasonable in the University environment.

**All documentation is considered confidential and can be mailed or faxed to:**

University of South Florida  
Students with Disabilities Services  
4202 E. Fowler Ave., SVC 1133  
Tampa, Fl 33620  
-or-  
Fax: (813) 974-7337

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