

**University of South Florida  
Students with Disabilities Services**

**Guidelines for Documenting Hearing Loss**

Students seeking support services from Students with Disabilities Services (SDS) on the basis of a previously diagnosed hearing loss are requested to 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 should describe a disabling condition, which is defined by the presence of significant limitations in one or more major life activity. The guidelines below are intended to provide guidance for the assessment process, including the areas that should be assessed in order for SDS staff to make appropriate decisions. Please do not hesitate to **contact SDS at (813) 974-4309 if you have any questions.**

An audiologist, speech and hearing specialist or other qualified professional should make the diagnosis.

Documentation in support of hearing loss should include the following information:

1. A clear statement of deafness or any degree of hearing loss with a **current audiogram**. 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.
2. A 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.

It is important to recognize that accommodation needs can change over time and are not always identified during the initial diagnostic process.

SDS will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided to the individual.

*The diagnostic report must include the **name and title, license number, and signature** of the evaluator. Evaluators should not be related to the individual being assessed. A verification form is available to assist in the documentation process.*

**All documentation submitted to SDS is considered confidential.**

Due to the broad nature of Florida's public records and email legislation, SDS encourages students to upload documentation with the secure on-line SDS application found via the "Access SDS" icon at [www.sds.usf.edu](http://www.sds.usf.edu).

Documentation may also be faxed to (813) 974-7337 or mailed to:

University of South Florida  
Students with Disabilities Services  
4202 E. Fowler Ave., SVC 1133  
Tampa, FL 33620-6923