

Guidelines for Documentation of Hearing Impairment

The Office of Student Services (OSS) can provide academic accommodations and auxiliary aids to qualified students diagnosed with a Hearing Impairment. The following guidelines are outlined below in the interest of assuring that documentation is complete and accurate. OSS reserves the right to determine eligibility and appropriate accommodations based on the quality, recency, and completeness of the documentation submitted.

The evaluation must have been conducted or formally supervised and cosigned by a health care professional who is qualified to render a diagnosis of a hearing impairment, and who is a practitioner trained in the assessment of hearing, such as an otorhinolaryngologist, otologist, or audiologist.

Documentation should include:

- A clear statement of hearing loss, with an audiogram within the last 12 months that reflects the current impact it has on the student's functioning. The age of acceptable documentation is dependent upon the condition, the current status of the student, and the student's request for accommodations.
- Medical information relating to the student's needs and the status of the individual's hearing (static or changing) and its impact on the demands of the academic program.
- Information concerning the impact of the hearing impairment on major life activities, as well as the functional limitations and how they currently interfere in the educational setting. Factors to consider include the severity, duration, and pervasiveness of symptoms.
- A narrative clinical summary of assessment procedures that were used to make the diagnosis and evaluation results.
- Suggested accommodations to address each limitation, as well as history of accommodations used.
- The diagnostic report must be on official letterhead and include the name, title, signature, and license number of the evaluator.

Before a formal review process can commence, all appropriate documentation must be received by the OSS. Provision of accommodations in high school or other non-NEL|B institution, or standardized test, does not guarantee that the same or any accommodations will be awarded at New England Law | Boston.

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

Office of Student Services
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