



Deaf/Hard of Hearing Documentation Guidelines

Students requesting support services from Disability Services are required to submit documentation of a disability to verify eligibility under the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Disability Services' policies. ADA defines a disability as a substantial limitation of a major life function. The diagnostic report must document a disability.

Submission of documentation is not the same as the request for services. Request for services and/or reasonable accommodations *must be initiated by the student* once he or she is confirmed at Naropa University. The student must schedule an intake appointment with Disability Services so that support services and reasonable accommodations may be discussed. Documentation will be reviewed by Disability Services prior to the appointment. Reasonable accommodations cannot be implemented until the student's documentation is complete. Disability Services is responsible for the determination of reasonable accommodations.

The following guidelines are provided to assist the diagnostician in providing the required information. Documentation can be submitted by physicians, including otorhinolaryngologists and otologists are qualified to provide diagnosis and treatment of hearing disorders. Audiologists may also provide current audiograms. Documentation should include the names, titles, professional credentials, license number, addresses, and phone numbers of the evaluators as well as the date of the report.

1. A clear statement of deafness or hearing loss, with a current audiogram (the age of acceptable documentation is dependent upon the condition, the current status of the student, and the student's request for accommodations);
2. A summary of assessment procedures and evaluation instruments used to make the diagnosis and a narrative summary of evaluation results, if appropriate;
3. 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;
4. A statement regarding the use of hearing aids or cochlear implants (if appropriate).

All documentation is confidential and should be submitted to:

Naropa University
Disability Services
Student Affairs
2130 Arapahoe Avenue
Boulder, CO 80302
Fax: 303-245-4795

The Disability Services Office maintains disability files and diagnostic testing information for seven years after the student either graduates, transfers, or leaves the university. After that time, the confidential files are destroyed. If a student does not attend Naropa but has submitted documentation, the files will be destroyed after two years. Consequently, the student should maintain his/her own copy of the diagnostic information.