Belmont University

Documentation Guidelines for Hearing Impairments
www.belmont.edu/disability

Documentation must be Current
The provision of all reasonable accommodations and services is based upon the assessment of
the current impact of the disability on academic functioning; therefore, it is in the student’s
best interest to provide current documentation. If the documentation is inadequate in scope or
content, or is not relevant to the individual’s current functioning and need for
accommodations, an updated evaluation may be required.

Qualifications of the Evaluator
The professional conducting the evaluation and making the diagnosis must be qualified to make
the diagnosis and to recommend appropriate accommodations. The documentation must
include the name, title, and professional credentials of the evaluator, including information
about licensure and/or specialization. All evaluation reports must be typed on letterhead,
signed, dated, and legible.

Necessary Components of the Evaluation
A) An audiological evaluation and/or audiogram from any otologists, otorhinolaryngologists,
and/or physicians.

B) A summary interpretation of the functional implications of the diagnostic data
and hearing aid evaluation.

C) Medical information relating to the student’s disability accommodation needs, the
status of the student’s hearing (static or changing) and its impact on the demands of a
university academic program.

D) A list of any assistive technology and/or adaptive equipment recommendations

Note: An IEP (Individualized Education Program) or a 504 Plan are not considered sufficient
for the purpose of diagnosis.

Forward to: Office of the Dean of
Students Disability Services
Program Belmont University
1900 Belmont Boulevard
Nashville, TN 37212-3757
Or Fax: 615-460-6497