



CHICAGO STATE UNIVERSITY

Abilities Office of Student Services

Documentation Guidelines for Sensory Disabilities (Vision and Hearing)

The following guidelines describe the components of acceptable documentation for students requesting accommodations for disabilities related to vision loss, blindness, hearing impairments or deafness.

Vision

Typically, ophthalmologists, optometrists, and neurologists are the only professionals qualified to evaluate and diagnose **Vision Impairments**. The provision of accommodations is based on assessment of the current impact of the student's disability.

Documentation must include all of the following elements:

- 1. A qualified professional must conduct the evaluation. The professional documenting the disability must clearly:**
 - be identified by name, title, and professional credentials
 - provide information about their license, certification and specializations, including license number or identifier and state of practice
- 2. Documentation should be current and dated within the last 6 months for conditions subject to change over time.** Recent documentation is required because the provision of all reasonable accommodations and services is based upon assessment of the current impact of the student's disabilities/impairments on their ability to participate in the academic pursuits at Chicago State University

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3. **Identification of the disabling condition(s).** Including relevant DSM codes. An ocular assessment or evaluation from an ophthalmologist. A low vision evaluation of residual visual function.
4. **An assessment of functionally limiting manifestations of the vision impairment.**
5. **Recommendations.** For reasonable accommodations that address the student's functional impairments, with particular regard to assistive technology and alternate formats for print materials. A rationale in support of each recommendation should be included.

Accepted forms of documentation:

- The Abilities Office Verification of Disabilities form (VOD) with attached ocular assessment or low vision evaluation.
- A clear statement on letterhead which meets above stated guidelines with attached ocular assessment or low vision evaluation
- Neurological assessment that includes all of the required elements as stated above.

Hearing

Typically, audiologists, otologists, and otorhinolaryngologists are the only professionals qualified to evaluate and diagnose **Hearing Impairments**. The provision of accommodations is based on assessment of the current impact of the student's disability.

Documentation must include all of the following elements:

1. **A qualified professional must conduct the evaluation. The professional documenting the disability must clearly:**
 - be identified by name, title, and professional credentials
 - provide information about their license, certification and specializations, including license number or identifier and state of practice
2. **Documentation should be current. For conditions subject to change over time, the documentation must be dated within the last 6 months.** Recent documentation is required because the provision of all reasonable accommodations and services is based upon assessment of

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the current impact of the student's disabilities/impairments on their ability to participate in the academic pursuits at Chicago State University

3. **Identification of the disabling condition(s).** Including relevant DSM codes. An audiological evaluation and/or audiogram.
4. **A clinical summary of the functional implications of the diagnostic data.**
5. **Recommendations.** For reasonable accommodations that address the student's functional impairments, with particular regard to communication devices and methods (e.g. sign-language interpreting services, assisted listening devices, C-Print, or CART services) and a rationale in support of each recommendation.

Accepted forms of documentation:

- The Abilities Office Verification of Disabilities form (VOD) with attached audiological evaluation and/or audiogram.
- A clear statement on letterhead which meets above stated guidelines with attached audiological evaluation and/or audiogram.

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