

ROCHESTER INSTITUTE OF TECHNOLOGY  
DISABILITY SERVICES OFFICE

DOCUMENTATION GUIDELINES  
Deaf / Hearing Impaired Guidelines

The Disability Services Office of RIT provides services to deaf and hard-of-hearing students accepted into RIT and deaf and hard-of-hearing students with additional disabilities accepted into NTID. An audiologist who is not a member of the student's family is considered a qualified professional.

The following guidelines are provided to assist the service provider in collaborating with each student to determine appropriate accommodations. Documentation services as the foundation that legitimizes a student's request for appropriate accommodations. Recommended documentation includes:

1. A clear statement of deafness or hearing loss, with a current audiogram that reflects the impact the deafness or hearing loss has on the student's functioning,
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, 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 other devices (if appropriate).
5. Documentation should be current.
6. Name, address, phone number and title and/or credentials of audiologist.
7. Suggestions of reasonable accommodations that might be appropriate at the post-secondary level are encouraged. These recommendations should be supported by the diagnosis.