University of Dubuque
Documentation Guidelines
Deaf/Hard of Hearing

Students requesting support services from the Academic Success Center (ASC) at the University of Dubuque are required to submit documentation of their disability to verify eligibility under the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Amendments Act of 2008, and the disability policy of the university. ADA defines a disability as a substantial limitation of a major life function. The diagnostic report must document a disability.

The student must initiate the request for services and/or reasonable accommodations once he/she is admitted to the University of Dubuque. The student should schedule an intake appointment with the Disability Services Coordinator in the ASC so that support services and reasonable accommodations may be discussed. The student should bring all supportive documentation to the initial visit.

The accommodations provided by the University of Dubuque are based on the recommendations of trained professionals. Without a complete report from a licensed diagnostician, the University of Dubuque may not fully understand how best to accommodate the student’s needs and it is possible that accommodations may not be provided until the student documentation process is complete.

The following guidelines are provided to assist the diagnostician in providing the required information. Documentation may be obtained from physicians, including otorhinolaryngologists and otologists who 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. The report should also include

1. A clear statement of deafness or hearing loss (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);
5. Suggestions of reasonable accommodations that might be appropriate at the post-secondary level. These recommendations should be supported by the diagnosis.

All documentation is confidential and should be submitted to:
University of Dubuque
Academic Success Center
Megan Ruiz
2000 University Avenue
Dubuque, IA 52001
563-589-3757 * Fax 563-589-3722
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