



## Documentation Requirements for Sensory Impairments (Vision and Hearing)

Students, faculty, staff, and campus guests wishing to request accommodations due to sensory impairments should refer to the following documentation requirements:

### *1. Requirements of the PRACTITIONER:*

- A) Ophthalmologists and optometrists are the primary professionals involved in diagnosis and medical treatment of individuals who are blind or who experience low vision. Physicians, including otorhinolaryngologists and otologists, are qualified to provide diagnosis and treatment of hearing disorders. Audiologists may also provide current audiograms.
- B) Practitioners need to adhere to their profession's code of ethics as it relates to qualifications and conflicts of interest.
- C) Documentation must be typed, dated and signed by the evaluator and submitted to ODS on professional letterhead in English.

### *2. Requirements of the REPORT:*

- A) A clear statement of the sensory impairment including pertinent symptomatology and any fluctuations in the individual's condition.
- B) Documentation must be current. The age of acceptable documentation is dependent upon the disabling condition, the current status of the individual, and the individual's request for accommodation.
- C) Documentation must contain information pertaining to the individual's current level of functioning. A clear explanation of how the symptoms currently cause significant limitations for the individual, within the academic environment or workplace must be included.

### **All documentation is confidential and should be submitted to:**

*Office of Disability Services, Drexel University*  
3141 Chestnut Street, 81- 210 Philadelphia, PA 19104  
Phone: **215.895.1401** TTY: **215.895.2299** Fax: **215.895.1402**

## **Registering with the Office of Disability Services**

Drexel University ensures that people with disabilities have an equal opportunity to participate in its programs and activities. Members and guests of the Drexel community who have a disability and need accommodations to participate fully in Drexel University's programs need to file a formal request for accommodations with ODS. Along with the request for accommodations, the individual needs to submit appropriate medical or psycho-educational documentation (See *Documentation Requirements*). ODS will consider all requests on a case-by-case basis and in a timely fashion. If an individual makes an accommodation request that is not supported by the documentation on file, ODS has the right to solicit additional documentation. Once ODS obtains complete documentation and has worked with the individual and any other necessary entities to determine reasonable and appropriate accommodations, the official Accommodation Verification Letter (AVL) is issued by ODS specifying the approved accommodations.

## **Documenting a Sensory Impairment (Vision and Hearing)**

A sensory impairment can manifest itself in a variety of ways among individuals. The condition can also present a wide array of symptoms and functional limitations to any given individual over a lifetime. Therefore current documentation serves as the foundation for an individual's request for accommodations at Drexel University. The age of acceptable documentation is dependent upon the disabling condition, the current status of the individual, and the individual's request for accommodations.

Test results, while not a requirement, can be helpful in supporting accommodation requests. Numerical data, as well as a summary of assessment procedures and evaluation instruments used to make the diagnosis may be submitted to ODS as additional supporting documentation.

ODS understands that an individual's functioning may be impacted at times by the absence or presence of mitigating measures (such as medication, auxiliary aids, adaptive devices, etc). Evaluators should disclose the impact of mitigating measures and ODS staff will accommodate based on the individual's lowest level of functioning.