Documentation Must be Current

To ensure the provision of reasonable accommodations and services, **documentation must reflect the current impact of the disability** on the student's academic functioning. It is in the student's best interest to submit recent and relevant documentation from the appropriate provider. If the documentation is outdated, inadequate in scope or content, or does not reflect the student's present needs, an updated evaluation may be required.

Required Elements of Documentation

1. **Diagnostic Statement**
    a. A clear statement identifying the diagnosed disability
    b. Date of original diagnosis and the most recent evaluation
    c. A description of the disability and its current status (e.g., static or progressive)

2. An **audiological evaluation and/or audiogram** completed by a licensed audiologist, otologist, or otolaryngologist

3. A **summary and interpretation of the diagnostic data**
    a. Include the functional impact of the hearing condition and (if applicable) hearing aid evaluation.
    b. Recommendations for specific accommodations to support the student in a university setting, including assistive technology, adaptive equipment, and/or support services.

4. **Provider Information**
    a. Documentation should be on provider's letterhead, signed and dated
    b. Must include the name, title, and credentials of the evaluator
    c. License number and state of licensure
    d. Area of specialization relevant to the diagnosis

Note: An **IEP (Individualized Education Program) or 504 Plan** alone is **not sufficient** as the sole documentation for determining accommodations at the postsecondary level, although it may provide helpful context.

Submit Documentation to: Belmont University
Attn: Office of Accessibility Services
Beaman Student Life Center
Mail Stop: 22100 Student Life
Nashville, TN 37212-3757
Email: accessibility.services@belmont.edu
Fax: 615-460-6497