

General Guidelines for Requesting Housing Accommodations

Students who require housing accommodations must fill out the application on side 2 of this form and present appropriate documentation. See below for documentation guidelines. This form must be approved by one of the following offices:

AccessAbility Services: For students with any disability, addiction or chronic illness

Counseling Center: For students with a psychological disability or addiction

Health Services: For students with a medical disability or chronic illness

Documentation Guidelines

Documentation must include a recent evaluation by an appropriate credentialed professional that makes evident the current impact of the disability as it relates to the accommodations requested. Documentation must include the following:

- A diagnostic statement identifying the disability
- A description of past and current treatment
- A description of the expected duration and progression of the condition
- A rationale and justification for all requested accommodations
- Reports must be on letterhead and signed by a qualified professional. Appropriate professionals include school and/or clinical psychologists, psychiatrists, physicians and rehabilitation professionals. Certified professionals cannot be family members.

This type of documentation validates the presence of a disability covered under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

Application Deadline

Applications for housing accommodations must be submitted by **April 1st**. Due to a shortage of single rooms, there is no guarantee that requests for singles can be met. All documentation is subject to review on a case-by-case basis. Students requesting housing accommodations must re-submit an application each year. This policy is subject to review on an annual basis.