



## Disability Information Release and Accommodation(s) Request

Dear Student,

Welcome to Disability Services at Mars Hill University. Disability Services is responsible for coordinating and ensuring equal access for students to courses, program, services and activities offered by Mars Hill University. The process to formally declare a disability is outlined below. If you have further questions about the Disability Accommodation process or the Disabilities Office please contact 828-689-1410 or email [disabilityinfo@mhu.edu](mailto:disabilityinfo@mhu.edu).

Disability Accommodation Process:

1. Submission of this form, *Disability Information Release and Accommodation(s) Request*
2. Submission of current, thorough disability documentation. Documentation guidelines are posted on the last page of this document.
3. Review of documentation and eligibility for accommodations verified by the Disabilities Office.
4. Interview and completion of Accommodations Plan with the Disabilities Coordinator.

In order to verify disability and identify appropriate reasonable accommodations, the Disabilities Coordinator may need to discuss documentation with appropriate qualified professionals to request clarification or additional information regarding a student's disability.

Information provided to the Disabilities Office is confidential and will not be released without the signed consent of the student. The Disabilities Coordinator will only discuss necessary accommodations and disability-related issues with MHU faculty and staff who have a legitimate need to know.

---

### PERSONAL AND ACADEMIC INFORMATION

Starting Semester Accommodations Needed: FALL\_\_\_\_ SPRING \_\_\_\_\_ YEAR\_\_\_\_\_

DATE OF BIRTH\_\_\_\_\_

NAME\_\_\_\_\_ PHONE\_\_\_\_\_

EMAIL ADDRESS\_\_\_\_\_

PERMANENT ADDRESS\_\_\_\_\_

ANTICIPATED ACADEMIC CLASSIFICATION:      *FRESHMAN*      *SOPHOMORE*      *JUNIOR*      *SENIOR*

## DISABILITY DECLARATION AND INFORMATION

I wish to declare a documented disability *that substantially limits one or more life activities and makes specific accommodations necessary for me while attending Mars Hill University (MHU)*. I give the Disabilities Coordinator access to my documentation of this disability and permission to obtain further information, if necessary, to certify my accommodation(s) request. I understand that this information will be kept confidential with the exception that information as it relates to my accommodation(s) request may be shared on a “need to know” basis with appropriate MHU staff/faculty.

Please Provide your Diagnosis(es) and a Description of Your Disability

Please Describe How your Disability Affects You in an Academic and/or Residential Setting

(Note: Students who have food allergy concerns must first conference with Food Services Manager to determine how needs may be accommodated in the cafeteria setting **before** submitting a disability services request.)

SPECIFIC ACCOMMODATION(S) REQUESTED:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Agency Coordination: Will you receive assistance from the Division of Vocational Rehabilitation, the Division of Services for the Blind or other agencies while you are a student here? **Please specify:**

Housing Request Deadlines: Documentation for disability-related housing for should be submitted to the Disability Office by

March 29 for returning students  
June 1 for new incoming students for Fall Semester  
November 1 for Spring Semester.

I certify that the information provided on this form is accurate. I understand that to be eligible for Disability Services at Mars Hill University I must submit this completed form as well as disability documentation that can substantiate the requested accommodations and participate in an interview with the Disabilities Coordinator who will assist me in completing my Academic Accommodations Plan. My signature authorizes the Disabilities Office to contact the professional who provided the disability documentation if additional information or clarification is needed to establish my disability and approve my accommodations.

New Students: Please check one:

Documentation from a licensed professional \_\_\_\_\_ is enclosed \_\_\_\_\_ will be sent separately.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Getting your documentation in as soon as possible will facilitate your receiving the appropriate accommodation(s) requested. Requests and documentation are reviewed through the Disability Services Coordinator and Faculty Committee. You will receive a written response to your request. Accommodations cannot be made retroactively, and begin only after appropriate documentation is received in the Disabilities Office and reasonable time for accommodations development has been allowed.

PLEASE RETURN THIS FORM AND DOCUMENTATION TO:

Kathleen Koontz  
Disabilities Coordinator  
MHU, PO Box 6714  
Mars Hill, NC 28754

E-mail: [kkoontz@mhu.edu](mailto:kkoontz@mhu.edu)  
E-mail: [disabilityinfo@mhu.edu](mailto:disabilityinfo@mhu.edu)  
Phone: (828) 689-1410 or (828) 689-1196  
Fax: (828) 689-1445



## DISABILITY SERVICES DOCUMENTATION GUIDELINES

Mars Hill University students who are requesting timely, reasonable accommodations on the basis of a declared, documented disability are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Protection under these laws is based upon professional documentation of a disability that *currently* and *substantially* limits one or more major life activities relative to the general population.

**General Disability Services Documentation Guidelines for Academic/Housing/Dietary Accommodations:** Students requesting accommodations have the responsibility of assuring that their documentation meets the following guidelines:

1. Testing and/or documentation must be current, within the last five (5) years.
2. The documentation must show evidence of a clear, specific diagnosis.
3. In the case of a learning disability, standard test scores must be provided.
4. Documentation must come from a qualified professional. The general expectation is that evaluators have degrees in their profession and are fully trained, certified, and/or licensed in their profession.
5. Documentation must be typed on official letterhead and must include the names, titles, and professional credential of the evaluators.
6. Documentation should include a written summary of the background information about the student's relevant educational and medical histories that relate to the disability.
7. Documentation must include evidence of substantial current functional limitation(s) to learning or living and attending classes on a university campus.
8. Specific recommendations for accommodations must be included as part of the documentation.

### Temporary Disabilities

Disability Services recognizes that individuals with temporarily disabling conditions that are a result of injuries, surgery or short-term medical conditions may need access to services and resources similar to individuals with permanent disabilities. Examples of temporary disabilities may include, but are not limited to: broken limbs, hand injuries, or short term impairments following surgery or medical treatments.

### Documentation Requirements for Temporary Disabilities

To receive accommodations for a temporary disability, the student must submit documentation to the Disability Services Coordinator indicating the type of disability, severity, limitations, prognosis, and estimated duration of the disabling condition. It is also helpful to know any adverse side effects caused by medication and recommendations for accommodations. The documentation should be recent enough to identify current limitations. Additional documentation may be requested to verify the need for continued services after the estimated duration of the condition has expired.

The student should contact the Disability Services Coordinator to review the available documentation of the temporary disability and discuss possible accommodation needs. The Coordinator will advise the student if any additional documentation will be required prior to setting up accommodations, as well as share information on potential resources.

**Documentation Guidelines for Service Animal Accommodation:** When the need for a service animal is not readily apparent and will be living in university housing, students requesting the accommodation of a service animal have the responsibility of insuring that their documentation meets the following guidelines:

1. Documentation must be current, within the previous six months and should contain information that (a) the Service Animal is required due to the functional limitations of the requesting student's disability and (b) what work or tasks the Service Animal has been trained to perform for the benefit of the requesting student.
2. Documentation must come from a qualified professional. The general expectation is that evaluators have degrees in their profession and are fully trained, certified, and/or licensed in their profession.
3. Documentation must be typed on official letterhead and must include the names, titles, and professional credentials of the evaluators.

Documentation must be typed on official letterhead and must include the names, titles, and professional credentials of the evaluators.

**Documentation Guidelines for Assistance Animal Accommodation:** When the need for an Assistance Animal is not readily apparent, the university may request documentation which should generally include the following information:

1. Documentation must be current, dated within the previous six months and should contain verification of the individual's disability from a qualified professional health provider such as a physician, psychiatrist, social worker, or other mental health professional.
2. The provider's statement should include: (a) how the animal serves as an accommodation in a residential setting for the verified disability; (b) how the need for the animal relates to the ability of the resident/student to use and enjoy the university residence.
3. Documentation must be typed on official letterhead and must include the names, titles, and professional credentials.

Documentation must meet the university's documentation guidelines and must be submitted to the Disability Services Coordinator BEFORE an accommodation request can be processed. Documentation should be submitted to the following address:

Disability Services Coordinator  
Mars Hill University  
PO Box 6714  
306 Wellness Center  
t 828.689.1410 | f 828.689.1445 | e [kkoontz@mhu.edu](mailto:kkoontz@mhu.edu)