



Disability Services Request for Housing Accommodations Form

The Office of 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 and to request housing accommodations is outlined below. For further information or questions, please contact the Office of Disability Services (ODS).

Housing Disability Accommodation Request Process:

- 1) **Request and Verification:** In order to initiate a request for reasonable accommodations students should submit **this form** along with reliable professional verification via **the *MHU Housing Request Professional Verification Form*** directly to the Disability Services Coordinator. Requests for housing accommodations along with supporting health care provider documentation should be submitted as early as possible and preferably by **June 1 for Fall Semester** and **November 1 for Spring Semester**. While all completed requests will be evaluated in a timely manner to determine eligibility and feasibility, students need to be aware that requests submitted within **30 days** of the need for occupancy may not be guaranteed for the start of the semester.

Email/Scan (preferred method): judith_harris@mhu.edu

Mailing Address: PO Box 6687 MHU Mars Hill, NC 28754

Delivered: 108 Nash

Fax (Please call or email to confirm receipt): 828-689-1445

Phone: 828-689-1410

Regular office hours occur Mondays-Wednesdays 8:00- 5:00 during August-May. A more limited office schedule is maintained during June and July, but emails and phone messages are checked regularly.

- 2) **Review:** The DS Coordinator will review the completed request along with supporting professional documentation in consultation with the Director of Residential Life and/or Disability Services Committee to determine eligibility for requested housing accommodations. The DS Coordinator will inform the student within 10 business days following the receipt of the completed request of any decision or of any further recommended action required regarding the request of housing accommodations. (Financial consideration may be granted to students whose documentation clearly establishes that a medical condition necessitates specific housing requirements in order for the student to access university programs and services. However, requests for disability housing accommodations must be approved by the Office of Disability Services in advance of the semester for financial consideration to be applied.)

REGISTRATION AND REQUEST FOR HOUSING ACCOMMODATION SERVICES

NAME _____ PHONE _____

EMAIL ADDRESS _____

PERMANENT ADDRESS _____

ANTICIPATED MAJOR: _____ Check One: _____ Entering Student _____ Current Student

ANTICIPATED ACADEMIC CLASSIFICATION:

FRESHMAN _____ *SOPHOMORE* _____ *JUNIOR* _____ *SENIOR* _____

INITIAL SEMESTER FOR REQUESTED SERVICES *FALL* _____ *SPRING* _____ *YEAR* _____

PLEASE IDENTIFY YOUR DISABILITY OR PHYSICAL/MENTAL IMPAIRMENT THAT SUBSTANTIALLY IMPACTS LIVING IN THE CAMPUS ENVIRONMENT AND CAN BE VERIFIED BY PROFESSIONAL DOCUMENTATION:

PLEASE EXPLAIN YOUR REQUESTED HOUSING ACCOMMODATION(S) (ie AC; close campus proximity; single; restroom access; ground level access; emotional support animal; service dog; etc.):

PLEASE EXPLAIN WHY THE REQUESTED HOUSING ACCOMMODATION(S) IS NECESSARY FOR YOU TO BE ABLE TO ACCESS AND PARTICIPATE IN UNIVERSITY HOUSING/PROGRAMS BECAUSE OF YOUR DISABILITY:

By signing below, I certify that the information provided on this form is correct. I understand that eligibility for specific accommodations/services is determined on an individual basis and only with supportive documentation.

I authorize the Office of Disability Services to disclose information about my disability and functional limitations to MHU faculty and staff directly involved in providing academic or support services as needed*.

Student Signature: _____	Date: _____
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*All documentation and records provided will be maintained in a confidential manner as outlined in the Family Rights and Privacy Act (FERPA) of 1974. Disability information is shared only on a limited basis within the University and then only when there is compelling reason for the individual seeking the information to have knowledge of a specific aspect of this confidential information. Disability-related records are maintained separately from academic files and are excluded from free access under FERPA.



DISABILITY SERVICES HOUSING ACCOMMODATION DOCUMENTATION/VERIFICATION GUIDELINES

Mars Hill University students who are requesting 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 provided to students who have a disability defined as a physical or mental impairment that *substantially* limits one or more major life activities relative to the general population.

For housing accommodation requests, a completed MHU Disability Services Housing Accommodation Request Form and third-party professional verification as described according to the type of need listed below must be submitted directly to the Disability Services Coordinator. Completed requests will be reviewed within 10 business days upon receipt and students will be informed via student email if the requested accommodation is approved as disability accommodation that is necessary and reasonable. Housing accommodation requests should be submitted as early as possible, preferably prior to June 1 for Fall Semester and November 1 for Spring Semester. While all completed requests will be evaluated in a timely manner to determine eligibility and feasibility, students need to be aware that requests submitted within **30 days** of the need for occupancy may not be guaranteed.

Documentation Guidelines for General Housing Accommodation Requests (i.e. AC, close campus proximity or ground level access, specific restroom needs, off-campus housing, etc.):

Students who wish to request a housing accommodation because of a disability should have their physician or treating professional submit a **letter** typed on office letterhead that is dated and signed by the physician or treating professional containing the following information:

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1. Verification that the student has a disability, a physical or mental impairment that substantially limits one or more major life activities;
2. How long the treating professional has known the patient;
3. Methods of evaluation used in making the diagnosis;
4. Symptoms and effects of the diagnosis/disability;
5. Type of housing accommodation being recommended;
6. Description of how the requested accommodation (s) will alleviate the symptoms or effects of the diagnosis/disability;
7. The level of need for the requested accommodation and the anticipated consequences of not receiving the requested accommodation.

Documentation Guidelines for an Assistance Animal Request:

To request permission to have an Emotional Support Animal (ESA) or Service Dog in University Housing the student should complete MHU University **Disability Services Request for Housing Accommodations Form** and provide **reliable third-party documentation/verification** that meets the following standards and should include the following:

1. Verification of a disability must be provided. Documentation stating that student is under the regular care of a licensed mental health professional (LMHP), where they can evidence, they have been seeing the same LMHP regularly for a minimum of one year.

2. A properly formatted prescription letter, or the MHU Housing Accommodation Request Verification Form that states the student is under the care of a LMHP which must state the link between the presence of the emotional support animal and a documented disability.

A Service Animal (SA), as defined by the Americans with Disabilities Act and for practical purposes on a college campus means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. In most cases, service dogs are allowed to accompany the student for the purpose of doing work or performing tasks for that individual in public buildings and campus venues. The provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for purposes of this definition.

Upon receipt of approved verification and a signed **MHU Assistance Animal Policy-Acknowledgement and Release of Information Consent Form**, the Office of Disability Services will notify the student of status of approval. Approved Students will then be referred to meet with the Office of Residential Life to complete the registration process for the approved Assistance Animal and to confirm an approved date of entry.

No animal may be kept in University Housing at any time prior to the individual obtaining documented approval through both the Office of Disability Services and the Office of Residential Living.