Muhlenberg College
Office of Disability Services
Special Housing Request Student Form

Incoming Students

The following guidelines have been established to accommodate students with disabilities who have special needs that may impact their residential housing experience.

Policy Statement:
All requests for special housing must be submitted to the Office of Disability Services along with the supporting documentation. Special housing requests for students with documented disabilities will be assessed on a case-by-case basis. Documentation of a disability does not guarantee that an application will be approved. Requests for specific residential assignments cannot be addressed through this process.

General Guidelines:
Generally, students with the most severe medical needs will be given first priority in securing specialized housing if their need/disability significantly impacts their ability to perform activities of daily living. Generally, Learning Disabilities, Attention Deficit Hyperactivity Disorders, and Generalized Anxiety Disorders do not warrant specialized housing.

Procedure:
1. Complete the bottom section of this Form and submit it with supporting documentation of disability to the Office of Disability Services no later than June 13, 2014.
2. The Diagnostian must complete the Diagnostician Form and submit a report and statement of medical need for the Special Housing Accommodation being requested. The Diagnostian providing the documentation must practice in the medical specialty specific to the condition presented in the application.
3. Students must schedule an in-person or telephone interview with the Director of the Office of Disability Services to discuss the Special Housing Request as part of the application process.
4. Students will be notified about the status of their request via Muhlenberg College email by July 18, 2014.
5. Please note for future reference that students need to re-apply for special housing accommodations each year. Students previously approved for special housing requests through this process should be prepared to submit updated documentation to support the currency of the requested special housing accommodation in subsequent years.

Questions or concerns may be directed to Pamela Moschini, Director
Office of Disability Services
(484) 664-3825 (Office) (484) 664-3697 (Fax)

Name & Address:____________________________________________   Cell Phone: ___________________

Special Housing Request: ____________________________________________________________________
Briefly describe how your area of disability warrants the housing accommodation requested:
___________________________________________________________________________________________
___________________________________________________________________________________________

I have read and complied with items #1 → #5 listed above. I understand that I must provide supporting documentation to the Office of Disability Services in order to be considered for special housing accommodations. This includes a report and statement of need from the appropriate diagnostian to the Office of Disability Services to support my request.

Signature:_________________________________                        Date:________________________

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