



**Muhlenberg College**  
**Office of Disability Services**  
**Special Housing Request Student Form**

**Incoming and Transfer Students**

Students with conditions which rise to the level of a disability and impact their residential housing experience may apply for accommodations through the following process.

**Student Name:** \_\_\_\_\_

**Policies:**

*Please initial that you have read and agree with each item listed.*

- \_\_\_\_\_ 1. I understand that submission of supporting documentation and the completion of the intake interview are required in order to be considered for special housing accommodations.
- \_\_\_\_\_ 2. I understand that Special Housing Requests are assessed on a case-by-case basis by the Special Housing Request Committee.
- \_\_\_\_\_ 3. I understand that documentation of a condition **does not** guarantee that an application will be approved. Applications may not be approved if:
  - \*the condition does not rise to the level of a disability for the purpose of residential living,
  - \*the request is not a reasonable accommodation under the ADA,
  - \*the request is inconsistent with established Special Housing Request policies and guidance.
- \_\_\_\_\_ 4. I understand there must be a clear connection between the special housing request and the impact of the condition. The documentation submitted must include a statement of the level of need for (or consequences of not receiving) the recommended housing request
- \_\_\_\_\_ 5. I understand that Special Housing Request applications are considered and prioritized based on critical medical need and the severity of the condition that significantly impacts residential living. I understand that having a diagnosed condition, such as LD, ADHD or a mental health disorder does not guarantee a specific outcome.
- \_\_\_\_\_ 6. I understand that requests for specific residential assignments cannot be addressed through this process.
- \_\_\_\_\_ 7. I understand that the Special Housing Request process is not a mechanism to mitigate roommate disputes. All requests with a roommate dispute as a component of the request will be referred to the Housing and Residence Life Roommate Mediation Process.
- \_\_\_\_\_ 8. **I understand that late requests are only considered in cases of extraordinary or exceptional medical circumstances which occurred or were diagnosed after the conclusion of the Special Housing Process.**

**Procedure:**

**Step 1:** Complete both pages of this **Special Housing Request Student Form**.

**Step 2:** Provide your medical professional/diagnostician with the Diagnostician Report Guidelines.

**Step 3:** Complete the in-person interview with a member of the Office of Disability Services staff.

**Additional Note:** Students need to submit the student form and complete the in-person interview each year. Students previously approved for a special housing request through this process should be prepared to submit updated documentation, if requested.

Incoming, first-year students please complete the following steps of the Special Housing Request process **no later than June 18, 2021**.

Transfer students must submit the Special Housing Request Student Form along with the supporting documentation and complete the personal interview **no later than December 11, 2020 for the spring semester, 2021; August 2, 2021 for the fall semester 2021; or December 1, 2021 for the spring semester 2022**.

Student Name: \_\_\_\_\_ Class year: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Special Housing Request: \_\_\_\_\_

**Briefly describe how your diagnosed condition warrants the housing accommodation requested:**  
(Continue of separate sheet, if needed)

**By signing below, I acknowledge that I have read and understood all eight items listed in the Policies section of this form.**

**I understand that this information contained in this application will be shared with the members of the Special Housing Request Committee and may be shared with other Muhlenberg College personnel as deemed appropriate.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All Special Housing Committee decisions will be sent to student's Muhlenberg email from:  
[specialhousingcommittee@muhlenberg.edu](mailto:specialhousingcommittee@muhlenberg.edu)

Questions or concerns about the process may be directed to:  
Office of Disability Services

Phone: 484-664-3825; Fax: 484-664-3697 or [specialhousingcommittee@muhlenberg.edu](mailto:specialhousingcommittee@muhlenberg.edu)

All Muhlenberg College students have the right to file a grievance if they believe they have been subjected to discrimination on the basis of a disability, have been denied access, or have been denied a reasonable accommodation under the Americans with Disabilities Act.

Questions or concerns may be directed to:  
Associate Dean of Students and Director of Equity and Title IX  
Phone: 484-664-3562  
[lin-chiwang@muhlenberg.edu](mailto:lin-chiwang@muhlenberg.edu)