REQUEST FOR HOUSING ACCOMMODATIONS

The Office of Residence Life and the Disability Resource Center work together to accommodate students with disabilities or medical needs in the residence hall setting. Medical accommodations may be requested by students with physical or psychiatric disabilities and will be reviewed on a case by case basis. A review of your request and the submitted medical documentation will be used to determine if your request is both reasonable and appropriate under the law.

This process is for students who have disabilities. Federal law defines a disability as “a mental or physical impairment that substantially limits one or more major life activities.” The presence of a disability and/or medical condition does not guarantee that your request will be approved. The degree of impairment or functional limitation must be significant enough to make the accommodation necessary.

Accommodations can only be granted if appropriate space is available. Assignment to a specific residence hall and roommate preference cannot be guaranteed. **Learning disabilities or attention deficit disorders do not warrant special housing accommodations.**

In order to request housing accommodations, you must:

- ✓ Pay your housing application fee on time. If your payment is late, your accommodation request will be considered, but cannot be guaranteed.
- ✓ Complete Forms 1 and 2. (attached)
- ✓ Have your medical provider complete Form 3. (attached)
- • Note that medical documentation from family members will not be accepted.
- • All requests must be submitted to the Disability Resource Center by March 15th for fall placement for returning students. Spring requests must be submitted by December 15th.
- • All requests from incoming freshmen and transfer students must be submitted by May 11th.
- • All completed forms must be submitted to the Disability Resource Center, Webster Hall 100. Forms may be faxed to 973-655-5308 or emailed to drc@mail.montclair.edu.
REQUEST FOR HOUSING ACCOMMODATIONS

Form 1 – To Be Completed by Student

Student Name________________________________    MSU ID#_____________________________

Permanent Address____________________________________________________________________

Cell Phone number____________________________________________________________________

Email address_________________________________________________________________________

I am requesting housing accommodations for (semester) _____________________________________

Please specify the medical or psychological disability for which you are seeking accommodations
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Please specify what accommodations you are requesting
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Are you currently being treated by a physician or other medical professional for this disability?________________________________

What is your medical professional’s name, address, and phone number?
_____________________________________________________________________________________
REQUEST FOR HOUSING ACCOMMODATIONS

Form 2 – To Be Completed by Student

Release of Information and Statement of Understanding
I have read and understand the Montclair State University procedures for requesting housing accommodations, and I agree to the terms and conditions.

I understand that incomplete forms will not be considered. A completed request consists of:

- Form 1 to be completed by student
- Form 2 to be completed by student
- A completed and signed Form 3 submitted by my medical practitioner

Forms should be submitted to The Disability Resource Center
Webster Hall 100
Fax number – 973-655-5308
Email – drc@mail.montclair.edu

I understand that this request is for a housing accommodation that meets my documented needs. Building, room type, and roommate requests are not guaranteed.

I understand that that my personal medical information will be shared on a “need to know” basis with other university offices.

By my signature below, I give my consent to the Disability Resource Center to contact my physician if additional information is needed. Any such discussion will focus on the disability disclosed on this form only.

Denied requests may be appealed through the University’s internal grievance procedure which can be found at:
http://www.montclair.edu/disability-resource-center/forms/#grievance

Student Signature ___________________________________________   Date ____________________
REQUEST FOR HOUSING ACCOMMODATIONS

Form 3 – To Be Completed by Medical Professional

To consider this student’s request for an accommodation in the residence halls due to disability, Montclair State University requires documentation of the student’s disability from the treating clinical professional or health care provider thoroughly familiar with the student’s condition and functional limitations.

Student name __________________________________________    Date ______________________

Diagnosis (please include diagnostic code)
_____________________________________________________________________________________
_____________________________________________________________________________________

Treatment Plan
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Does the student’s disability significantly limit any major life activities? If so, please indicate the major life activities and provide details of limitations and how they relate to living in a residence hall
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Accommodation(s) recommended:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Please describe the type, severity, and frequency of symptoms related to this disability.
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
REQUEST FOR HOUSING ACCOMMODATIONS

Is this request medically necessary or recommended to enhance the comfort and convenience of the student? If medically necessary, please explain how the accommodation relates to the impact of the condition.

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

If this accommodation could not be provided, what would be the medical impact on the student?
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

This section must be completed for this form to be valid

Name ____________________________________________________________
Title ______________________________ Specialty ______________________________
Office Address _______________________________________________________
Phone ______________________________
License/Certification # and state of license ________________________________
Signature ______________________________ Date _____________________________