

APPLICATION FOR HOUSING ACCOMMODATIONS

Name: _____

Date of Birth: _____ C-SC Student Number: _____

Primary Phone: _____ Secondary Phone (optional): _____

Email Address: _____ Other (TTY, video, etc): _____

Address: _____

City: _____ State: _____ Zip: _____

Student Type:

Current (select one):

Freshman

Sophomore

Junior

Senior

Graduate Student

Diagnosis(es) [Please Print]: _____

From the following list, please select the housing accommodation(s) you are requesting (check all that apply):

Wheelchair accessible room

Single room

Building with elevator

First floor room

Limited # of roommates:

Other (please specify)

Accommodation requests are due by:

Fall Semester: March 1

Spring Semester: November 1

Describe the difficulties, limitations, or barriers that you have, or may have, in a residential setting at C-SC that are related to your diagnosis(es) [Please Print]: _____

Explain the relationship between how your disability and the housing accommodation you are requesting will allow for equal access and equal opportunities to Culver-Stockton College's programs and services. _____

Note: All information provided during the application process will help the Office of Accessibility & Accommodations work with you to determine appropriate academic accommodations, auxiliary aids, and other services. Your signature on this form indicates your desire to pursue services and allows us to initiate a review of the requested adjustments.

Once documentation is received and approved, you will need to meet with the Assistant Director of Student Success and Coordinator for Accessibility to discuss accommodations, procedures, and policies. Information regarding your disability is kept in the Accessibility & Accommodations Office and is not part of the student's permanent academic record.

STUDENT NAME [Please Print]: _____

SIGNATURE: _____ DATE: _____

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MEDICAL PROFESSIONAL FORM

This documentation must be filled out by a licensed medical or mental health professional who has an established and ongoing relationship with the student.

This form is valid for one year from the signed date.

Student's Full Name: _____

Information About the Student's Disability:

Describe the history of the presenting problem and any current mental/medical health diagnosis(es): _____

Expected duration of the condition:

Permanent Temporary Stable Progressive

Does the student require ongoing treatment? _____

Describe how the diagnosis listed above causes the student to be ***substantially limited*** to a major life activity (i.e. walking, breathing, seeing, hearing, learning, etc.). _____

When did you first meet with the student regarding this diagnosis, and in what context (that is, was it a face-to-face meeting or virtual interaction)? _____

When did you last interact with the student regarding this mental health diagnosis? _____

What *specific* symptoms will be reduced by having the requested housing accommodations, and *how* do you anticipate they will be relieved? _____

In your opinion, how important is it to the student's well-being that they received the requested housing accommodation? What consequences, in terms of their disability symptoms, may result if the accommodation is not approved? _____

Thank you for taking the time to complete this form. If we need additional information, we may contact you at a later date. The named student has signed this form (below) indicating written permission to share additional information with us in support of the request.

If you have any questions, please feel free to contact the Office of Accessibility & Accommodations by phone at 573-288-6000 ext. 6726 or by email accommodations@culver.edu.

Please provide contact information, sign and date below, and return the completed form via fax at 573-288-6547 or via email to accommodations@culver.edu.

Medical/Mental Health Provider's Contact Information:

Name: _____

Email: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Medical/Mental Health Professional's Licence Information:

Type of License: _____ Date: _____

State or other jurisdiction: _____ License #: _____

I certify, by my signature, that I conducted or formally supervised and co-signed the diagnostic assessment of the student named above.

PROFESSIONAL SIGNATURE: _____

DATE: _____

HOUSING ACCOMMODATIONS REFERENCE GUIDE

Applying for Accommodations in Campus Housing

Housing accommodations are valid for one academic year. Students must apply each year in order to be considered for accessible housing. New and previously approved students will need to submit up to date documentation with their request that reflects current functionality and access concerns.

For questions relating to disability related housing or to apply for accommodations, contact Kaci Loveless-Hall, Assistant Director of Student Success, Coordinator of Accessibility and Diversity, Equity, Inclusion, and Belonging at accommodations@culver.edu.

● **STEP 1: APPLYING FOR SERVICES**

- In order to apply for services, please provide the following information to the Office of Accessibility & Accommodations:
 - Application for Housing Accommodations
 - Medical Professional Form

● **STEP 2: APPROVAL PROCESS**

- The Coordinator for Accessibility will review documentation and contact the student for an intake meeting. During this meeting, you will:
 - Discuss the accommodation request and how the request will provide equal access to the College in relation to your documented disability.
 - Please note: requests for particular housing assignments and/or living environments based on a student's preference, rather than a need for access, will not be honored. For example, a student with anxiety or ADHD requesting a single room to serve as a quiet place to study represents a preference, but not a necessity for accessibility.
 - Both the supporting documentation and the intake meeting will determine if you are accepted, denied, or if a decision is not yet possible based on documentation provided.

- **STEP 3: DISCUSS WITH COORDINATOR OF RESIDENCE LIFE**
 - If approved, the Coordinator for Accessibility will notify the Coordinator of Residence Life of your approval.
 - You will work with the Coordinator for Residence Life to determine living arrangements.

- **STEP 4: REAPPLY FOR ACCOMMODATIONS**
 - Each year, you will need to submit a new application and supporting documentation to the Office of Accessibility & Accommodations. The deadline for submitted an application is as follows:
 - **Fall Semester: March 1st**
 - **Spring Semester: November 1st**

HOUSING ACCOMMODATIONS

REFERENCE GUIDE ACKNOWLEDGEMENT

Culver-Stockton College provides reasonable accommodations to students with documented disabilities in accordance with The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Requests for accommodations, such as single rooms, emotional support animals, etc., must be made with the Office of Accessibility and Accommodations. The Office of Residential Life cannot make any accommodations until approval is received. Please note that approval does not guarantee space will be available.

Accommodations are evaluated on a case by case basis. Please be advised that requests for particular housing assignments and/or living environments based on a student's preference, rather than a need for access, will not be honored. For example, a student with anxiety or ADHD requesting a single room to serve as a quiet place to study represents a preference, but not a necessity for accessibility. Additionally, single room accommodations are reserved for students with documented needs, for whom a standard housing assignment with a roommate is not accessible due to their disability. Single rooms will not be granted in suite style living.

Housing accommodations are valid for one academic year. Students must apply each year in order to be considered for accessible housing. New and previously approved students will need to submit up to date documentation with their request that reflects current functionality and access concerns.

For questions relating to disability related housing or to apply for accommodations, contact Kaci Loveless-Hall, Assistant Director of Student Success, Coordinator of Accessibility and Diversity, Equity, Inclusion, and Belonging at accommodations@culver.edu.

I have received, read, and understand the Reference Guide for Housing Accommodations: Applying for Accommodations in Campus Housing.

Student Name [Please Print]: _____

Student Signature: _____ **Date:** _____