



Housing Accommodation Requests Due to Disability

Dear Student,

In an effort to effectively respond to student requests for housing modifications or accommodations, the University has created the Housing Accommodation Request Committee (HARC). The committee is made up of a group of JMU professionals representing the Office of Disability Services, the University Health Center, and the Office of Residence Life.

In order to fully evaluate your request, the HARC will need documentation of your disability. Documentation should be current and comprehensive in light of the request and consist of an evaluation by an appropriate professional that describes the current functional impact of the disability as it relates to the housing modification or accommodation requested.

Documentation provided will be used by the committee to evaluate your request. The committee will generate a list of potentially reasonable modifications or accommodations based on:

- Information provided by an appropriate diagnosing/treating professional
- Potential effectiveness
- Potential for an undue financial or administrative burden
- Timeliness of the request and room availability

JMU reserves the right to request additional documentation if the information submitted appears to be outdated, completed by an inappropriate clinician, inadequate in scope or content, does not address the student's current level of functioning, or does not substantiate the student's need for modifications or accommodations.

Students will be notified in writing via their Dukes email account within approximately 15 business days of the Housing Accommodation Request Committee's receipt of both Part 1 *and* Part 2 fully completed. Please note that this process may take longer if additional information or clarification is required from the student and/or their clinician.

Deadlines:

Both Part 1 and Part 2 of the "*Verification of Disability*" form must be completed in full and received by the HARC by the deadline dates. Deadlines are set annually in keeping with other housing application deadlines, typically in February for returning students and June for incoming students. For returning students, that date is listed within the online housing webpages. For incoming students, the deadline to submit the form is published in The One Book. While the HARC will continue reviewing requests submitted after the deadlines, note that all approved accommodations are contingent on availability.

Students with questions about the Housing Accommodation Request process may direct them to the Housing Accommodation Request Committee at SHRC@jmu.edu or by contacting the Office of Disability Services (540-568-6705).

Housing Accommodation Request Committee
James Madison University
MSC 1009 / Student Success Center, Suite 1202
Harrisonburg, VA 22807
SHRC@jmu.edu



Housing Accommodation Requests Due to Disability

Documentation of Disability

PART 1 of 2

To Be Completed by the Student

1. Fill out your name, address, Student ID #, eID, date of birth, etc. in the space provided below.
2. Have a qualified diagnosing/treating professional **who is familiar with your disability** complete **Part 2**.
 - a. You may need to explain the purpose of the form to your clinician.
Please note: The diagnosing/treating professional should not be an immediate family member.
3. Return this form, along with any supporting documentation, to:

Housing Accommodation Request Committee

James Madison University - MSC 1009
Student Success Center
738 S. Mason St., Suite 1202
Harrisonburg, VA 22807

or Fax to: 540-568-7099
or Email to: SHRC@jmu.edu

Student Name: _____ Student ID #: _____
 eID: _____ Date of Birth: _____ Gender: M F Non-binary Other
 Home Address: _____
 Campus Address: _____
 Home Phone: _____ Local Phone: _____
 Current Academic Level: Freshman Sophomore Junior Senior
 Incoming Freshman Incoming Transfer
 What year and semester are you requesting accommodations for? 20__ Fall Spring Summer

Describe your housing accommodation:

| | |
|---|---|
| <input type="checkbox"/> Air conditioning | <input type="checkbox"/> Wheelchair accessibility |
| <input type="checkbox"/> Elevator access and/or ground level room | <input type="checkbox"/> Shower seat and/or handheld showerhead |
| <input type="checkbox"/> Reduced occupancy bathroom | <input type="checkbox"/> Single room |
| <input type="checkbox"/> Modified equipment for deaf or hard of hearing persons | <input type="checkbox"/> Other: |

Provide rationale describing how your functional limitations connect to your requested accommodation/s.

To be complete, Part 1 must include the student's signature affirming agreement and clear responses to the questions above. Requests (Part 1 and Part 2) must be submitted in a timely fashion according to the deadlines for housing applications for each academic term.

As indicated by the signature below, the student submitting this request agrees that any information relevant to consideration of the request may be reviewed by appropriate University staff in evaluation and in any subsequent provision of accommodations.

Student signature

Date



Housing Accommodation Requests Due to Disability

Verification of Disability

PART 2 of 2

To Be Completed by the Diagnosing/Treating Clinician
To Support Student's Request for Accommodations of Disability at the University

1. Fill out your name, certification and contact information below.
2. Provide information addressing the nine separate items listed below by filling out this form or providing a printed narrative on your official letterhead. Include clear rationale that connects the student's functional limitations stemming from disability to each specific accommodation being recommended.
3. If the information requested below is contained in a current, comprehensive evaluation report, please attach a copy of the report to this form.

Please note: The patient should not be an immediate family member.

Qualified Diagnostic/Treating Professional Information:

Name: _____

Title: _____

Certifications or Licensure: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____

The report from a current, comprehensive, age-appropriate psycho-educational evaluation is most appropriate to support accommodations for Learning Disabilities and ADD/ADHD. Students are also invited to submit other relevant information about their history and need of academic accommodations such as IEP's, relevant military records, or evaluations for assistive technology.

Student Name: _____ Date of Birth: _____

Phone Number: _____ Sex: M F

Home Address: _____

Please answer these questions with the goal of providing information that will help the school to understand the student's current level of functioning, limitations, and associated need for accommodations of disability. You may also report on letter head as needed.

(If mandatory fields are left blank, more information may be requested in order to understand the student's difficulties and associated need for accommodation or modifications at the university level. If diagnostic process is not complete, share something about what is known of the patient's symptoms and problems.)

Student Name: _____ Date: _____

1. **MANDATORY:**
Diagnosis/Description of Disability.

| |
|---|
| DIAGNOSIS: |
| Original date of diagnosis: |
| Date of most recent treatment or diagnosis: |

2. **MANDATORY: The prognosis for the disability above is:**

- Permanent/Chronic
- Long term: 6-12 months
- Short-term/Temporary: 6 months or less Expected duration: _____
- Episodic (please describe below)

What is the severity of the condition? Please mark one:

- Mild Moderate Severe

Describe the expected **progression or stability** of the condition over time, particularly the next four to five years. (This description should provide an estimate of the change in the functional limitations of the disability over time and/or recommendations concerning the predictable needs to review circumstances to ensure needs are appropriately addressed.)

| |
|--|
| |
|--|

Please note these relevant definitions:

“**Major bodily functions**” include, but are not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

“**Major life activities**” include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

3. **MANDATORY: Functional limitations – Does this individual’s condition substantially impact major bodily functions or limit him or her in a major life activity (as defined above)?**

- No – If no, accommodations are likely not needed
- Yes – If yes, please specify what functions or activities are involved and the severity of current impairment on the next page.

Student Name: _____ Date: _____

#3 continued – Functional Limitations and Current Impact or Severity:

| Life Activity/Functions | Negligible | Moderate | Substantial | Don't Know |
|----------------------------------|------------|----------|-------------|------------|
| Seeing | | | | |
| Hearing | | | | |
| Walking | | | | |
| Sitting | | | | |
| Standing | | | | |
| Learning | | | | |
| Reading | | | | |
| Concentrating | | | | |
| Thinking | | | | |
| Organizing information/materials | | | | |
| Managing Internal Distraction | | | | |
| Managing External Distractions | | | | |
| Self-care | | | | |
| Speaking | | | | |
| Sleeping | | | | |
| Breathing | | | | |
| Working | | | | |
| OTHER (Please specify): | | | | |

To help in determining the need for accommodations, please describe the positive and negative impact of mitigating measures including current treatment(s)/therapy, assistive devices, and prescribed medications. (“For example, someone with diabetes may need breaks to take insulin and monitor blood sugar levels, and someone with kidney disease may need a modified work schedule to receive dialysis treatments. On the other hand, if an individual with a disability uses a mitigating measure that results in no negative effects and eliminates the need for a reasonable accommodation, a covered entity will have no obligation to provide one.” http://www.eeoc.gov/laws/regulations/ada_qa_final_rule.cfm)

Student Name: _____ Date: _____

4. **MANDATORY: Student's History and use of Academic Accommodations:** Please share information about accommodations that have been used effectively in the past. If accommodations have not been used or approved in the past, what has occurred to prompt the current recommendation for accommodations (as reflected in #5 below)?

Psychosocial History: Provide relevant information obtained from the student/parent(s)/guardian(s) regarding the student's psychosocial history (e.g. often engaged in verbal or physical confrontation, history of not sustaining relationships, history of employment difficulties, history of educational difficulties, history of risk-taking or dangerous activities, history of impulsive behaviors, social inappropriateness, history of psychological treatment, etc.).

5. **MANDATORY: Please list any academic, housing, or other accommodation(s) you recommend and the reason(s) for the recommendation.** Accommodation recommendations should flow logically from the current functional impairment(s) that point to the need for modifications. Explain how accommodation(s) or modifications will ease the impact of the disability in the collegiate environment.

Student Name: _____ Date: _____

6. Please use the space below (and additional sheets as needed) to provide any information that will be helpful to University staff in considering the accommodations that you are recommending. You may choose to address these questions:
- a. Is impact of the condition threatening if the request is not met?
 - b. Is there a negative health impact that may be permanent if the request is not met?
 - c. Is the request an integral component of a treatment plan for the condition in questions?
 - d. What is the likely on academic performance if the request is not met?
 - e. What is the likely impact on social development if the request is not met?
 - f. What is the likely impact on the student's level of comfort if the request is not met?

All recommendations are considered. Potentially effective alternatives may be considered as needed. Decisions are made based on the nature of the disability and functional limitations, reasonableness of the request, academic integrity and available housing.

Signature indicates that complete records are on file with the Treating Clinician at the below location and will be available for clarification upon request, and the Treating Clinician is not a family member of the student.

Treating Clinician Signature

Date

Treating Clinician Name (Please Print)

Please Return To: Housing Accommodation Request Committee
James Madison University - MSC 1009
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Harrisonburg, VA 22807
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Email: SHRC@jmu.edu