



HOUSING ACCOMMODATION REQUEST

(Please Print Legibly or Type)

Rev. 8/8/18

Name (First, MI, Last): _____ Carroll ID: _____

Date of Birth: _____ Carroll e-mail address: _____

Status (circle one): incoming first year transfer student current student

Home phone: (_____) _____ Cell phone: (_____) _____

Home address (street, city, state, and zip code): _____

What housing accommodation(s) are you seeking?

For what semester do you want the accommodations to start? ** _____

** Even if the accommodation is approved through this office, Housing may not necessarily be able to immediately fulfill your specific request. If that is the case you will be put on a waiting list.

Disability records are kept separate from academic, disciplinary and medical records to ensure each student's privacy and confidentiality. No information is released without the knowledge and written consent of the student, except in those rare instances where disability services is required by law to reveal particular information.

Instructions for submitting documentation on the basis of a disability

Students requesting special consideration for housing based on a documented disability under the Americans with Disabilities Act must provide this form and documentation to Martha (Marty) Bledsoe, Director of Services for Students with Disabilities in the Walter Young Center. All decisions are made on a case by case basis and are based on the severity of the disability and the documentation that accompanies the request. Please submit this form by fax (262-524-6892) or e-mail to mbledsoe@carrrollu.edu. Letters purchased from the internet for a set price rarely provide the information necessary to support an Emotional Support Animal request.

Appeal Process

If a student has been denied a disability determination or accommodation request, or if an accommodation approved by the Office of Services for Student with Disabilities has been denied by a faculty or staff member, the student has the right to appeal the decision. Students are encouraged to first meet with the Director of Disability Services to review the denial. The University has an obligation to provide reasonable and appropriate accommodations to ensure that otherwise qualified students with disabilities have access to all University functions. However, if the University can provide an accommodation that is equally as effective as the one requested, the University is not required to provide the requested accommodation.

Written Appeal to the Vice President for Student Affairs

The student may, within ten (10) days of a denial, submit a written appeal to the Vice President for Student Affairs. The written appeal should include a clear description of the reasons for the appeal and any supporting information. The Vice President will review the appeal and may solicit additional information from faculty and staff. The Vice President may affirm, modify or reverse the decision or, at his or her discretion, refer the matter to the Office for Services for Students with Disabilities for further review and decision. The Vice President will be responsible for generating a written decision within 30 days of receipt of the written appeal. The Vice President's decision is the final decision of the University.

Appeal to the Office of Civil Rights (OCR)

Should the student disagree with the decision of the Vice President, they have the right to file an appeal with the Office of Civil Rights (OCR). Information on this process is available from the Customer Service Team - Office for Civil Rights, U.S. Department of Education, Washington, DC 20202-1100. Phone: 1-800-421-3481 TTY: 1-877-521-2172 E-mail: ocr@ed.gov

SIGNATURE: _____ **Date:** _____

(For office use only)

To Housing: _____

Documentation received: _____