

Students With Special Housing Needs

Students with Disabilities - How to Apply

What is a disability? Under Section 504 of the Rehabilitation Act of 1973, individuals with disabilities are defined as persons with a physical or mental impairment which substantially limits one or more major life activities. Major life activities include major bodily functions, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking communicating, working, performing manual tasks, and caring for one's self.

Monmouth College provides reasonable housing accommodations for students **with disabilities**. If necessary, Residence Life will collaborate with other relevant staff at the College to determine the most appropriate housing accommodations. Housing accommodations are determined on a case-by-case basis according to documented need and prevailing standards for reasonable accommodations. **This includes the need for air conditioning due to asthma, allergies or other health related concerns.** Students submitting a request for special housing accommodations are required to provide a verification of the disability and need for accommodations from the appropriate diagnosing professional using the Special Needs Housing Request Forms found below:

[Special Needs Housing Part 1 \(Request Form\)](#)

[Special Needs Housing Part 2 \(Disability Documentation Form\)](#)

Please note: *Single room housing rates for students with documented disabilities shall be set at the standard double room rate. If a student is approved for air conditioning based on a disability and he/she is not living in an air-conditioned building, maintenance will install, at no cost to the student, a College owned window unit. Only Monmouth College owned air conditioning units are permitted.*

To submit a request for special needs housing accommodations, students are required to complete two forms:

1. Special Needs Housing Request form. To be completed by the student **usually only once in a student's four years**, unless the condition has changed and new or different accommodations are requested, with the exception of special needs forms **requesting air conditioning** which must be **submitted by July 25th** to the Office of Residence Life.
2. Special Needs Disability Documentation Form. To be completed by the appropriate diagnosing professional **usually only once in a student's four years**, with the exception of special needs forms **requesting air conditioning** which must be **submitted by July 25th** to the Office of Residence Life. This form will remain on file with the Office of Residence Life and Housing. If submitting a Special Needs Request Form in subsequent years due to the same disability, the student will typically not have to submit a new Disability Documentation Form. In some cases, as in air conditioning requests, the Office of Residence Life may ask the student to submit an updated Disability Documentation Form. The College reserves the right to require that the student undergo an additional medical evaluation with a medical professional.

Unacceptable forms of Documentation

1. Handwritten patient records or notes from patient charts.
2. Diagnosis on prescription pads.
3. Self-evaluation found on internet or in any print publication, including research articles.
4. Original evaluation/diagnostic documents; submit **copies** of the originals.
5. Correspondence from healthcare provider not directly addressed to Monmouth College.

Deadlines:

Accommodations for various disabilities take time to arrange. We receive many such requests, all of which affect the allocation of limited housing resources so it is very important that you follow the deadlines below:

- Upper class students with disabilities who **require accommodations that may include but are not limited to air conditioning** must return both forms (see above) to Residence Life by July 1. The deadline for incoming first-year and transfer students is July 25. All forms received after this date will be reviewed, but we cannot guarantee installation of the air conditioner prior to your arrival for the fall semester if forms are received later than July 25.
- The Office of Residence Life and Housing notifies students during the first week of August, about the status of their air conditioner request.
- Students who wish to appeal decisions about housing accommodations may send a written appeal to Mohsin Masood, Associate Dean of Students.

Please send completed forms to:

Office of Residence Life & Housing
Monmouth College
700 Easy Broadway
Monmouth IL 61462

Fax: 309-457-2363