

BREVARD COLLEGE

BREVARD, NORTH CAROLINA

GUIDELINES FOR REQUESTING ACCESSIBLE HOUSING ACCOMMODATIONS FOR A MEDICAL/MENTAL HEALTH CONDITION

Brevard College is a four-year residential college located in the Southern Blue Ridge Mountains. Living in residence halls, where students live in a community and share space with others, is considered to be an integral part of the educational experience. A standard housing assignment is a two-person room with bathroom facilities located in a suite-style setting. Not all residence halls have AC. Many locations on campus provide quiet (including some private) spaces for studying, including the library and within several academic buildings. All are within a typical 10-minute walk of residential campus housing.

Brevard College has established procedures to ensure that students with documented disabilities receive housing assignments that meet their needs and minimize barriers. Students who need housing accommodations based on a medical/mental health condition should review and complete the **Guidelines and Request for Accessible Student Housing Form** and ask a health care provider who is familiar with their health history to complete the **Housing Accommodation Request Professional Documentation Form**. Accommodated disability-related housing assignments are determined according to what is medically necessary for the student to achieve access to college housing and program participation. The **Office of Student Accessibility & Disability Services** reviews a student request and documentation to determine if a student is eligible for a housing accommodation. Preferences such as room location and roommates/suitemates are vetted through the **Office of Campus Life**.

Please note that a medical diagnosis alone does not establish a need for accommodations. A student's professional healthcare provider documentation must establish a nexus between the requested accommodation and medical need based upon the following:

1. That the student has a physical or mental health impairment;
2. That the impairment limits the student's participation in a major life activity;*
3. That the degree of limitation is substantial;
4. That there is a direct link between the impairment and a requested accommodation that the College can provide that would be reasonable, medically supported, and predictably effective in responding to the impairment so that the student can achieve access.

Decisions about accommodations are made following an individualized assessment utilizing the presented information from both student and professional as well as other factors related to the facilities. For instance, a singular diagnosis of ADHD generally does not warrant the need for a private room since students have access to other quiet study areas on campus. (However, a student may be able to request and pay for a private room as a preference depending upon space available.)

**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; and would include major bodily functions such as functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.*

Housing Disability Accommodation Request Process:

1. **Request and Verification:** To initiate a request for reasonable housing accommodations because of a medical or mental health condition, students should submit the **Housing Accommodation Request Form** and ask their medical provider to complete the **Housing Accommodation Request Professional Documentation Form**. This information should be given or sent directly to the Director of Student Accessibility and Disability Services.

2. Important Dates: Requests for housing accommodations along with supporting health care provider documentation should be submitted ideally by these dates:

October 1 for Spring Semester
June 1 for Fall Semester

Accommodation requests are considered when submitted at other times as well; however, students should be aware that requests submitted within 60 days of the need for occupancy may not be guaranteed for the start of the semester.

3. Returning Students and Accommodation Renewal: Returning students who wish to renew their previously approved housing accommodation need to complete the **Renewal Request for Disability-Related Housing Accommodation Form** by **April 1**. Returning students may need to provide updated medical documentation annually in order to renew previously approved accommodations. Delays in response past the deadline for returning students may result in a delay in the College's ability to fulfill housing accommodation needs.

4. Documentation Guidelines: The Housing Accommodation Request Professional Documentation Form should be completed by a licensed physician or other professional health care/mental health provider who is fully qualified to assess the reported condition for the specific requested accommodation(s). Note: Documentation is not considered to be professionally valid if from a family member or close friend of the student.

If a student seeks accommodations related to more than one disability, more than one professional may need to be involved in providing documentation. If unsure about the type(s) of required documentation required, consult with the ***Director of Student Accessibility and Disability Services***.

5. Review: The ***Director of Student Accessibility and Disability Services*** will review the completed request along with supporting professional documentation in consultation with the ***Office of Housing and Residential Life*** staff to determine eligibility for requested housing accommodations. Students should expect to be informed of a decision status regarding the request of housing accommodations seven business days. Financial consideration may be granted to students whose documentation establishes that a medical condition necessitates specific housing requirements costing above the standard rate for the student. However, requests for disability housing accommodations must be approved by the ***Office of Student Accessibility and Disability Services*** in advance of the semester for financial consideration to be applied.

6. Decision Appeal Process: Students whose request for a housing accommodation is not granted will be given a written rationale for the decision. Students may appeal such decisions to the ***Vice President and Dean for Students***. The student must write an appeal letter that specifically addresses the reason for the appeal. Following a review, the student will be notified in writing on the status of the case.

Healthcare providers should send disability documentation via mail, fax, or as a scanned attachment directly to:

Office of Student Accessibility and Disability Services
One Brevard College Drive
Brevard, NC 28712
email: disabilityservices@brevard.edu
fax: 828-884-8293

Disability-related records are kept separate from academic files and are excluded from free access under FERPA as outlined in the Family Rights and Privacy Act (FERPA) of 1974. Disability information is shared only on a limited basis only when there is compelling need to communicate specific information with BC faculty and staff to evaluate and achieve implementation of reasonable accommodations.

**BREVARD COLLEGE
REQUEST FOR ACCESSIBLE STUDENT HOUSING**

NAME: _____ DOB: _____

BC STUDENT ID#: _____ CELL PHONE: _____

PERMANENT ADDRESS: _____

OR CURRENT CAMPUS RESIDENCE: _____

Check One: _____ Entering Student _____ Current Student

ANTICIPATED ACADEMIC CLASSIFICATION: FRESHMAN _____ SOPHOMORE _____ JUNIOR _____ SENIOR _____

INITIAL SEMESTER FOR REQUESTED SERVICES: FALL _____ SPRING _____ YEAR _____

Please identify the physical or psychological impairment that you believe will substantially impact living in the campus environment and as you believe can be verified by professional documentation:

Please explain the necessary housing accommodations that you believe to be needed in order to access campus housing (ie AC; close campus proximity; single; specific type of restroom access; ground level access; etc.):

Please explain the reason that the requested housing accommodation(s) is necessary for you to be able to participate in College housing due to any medical or psychological condition(s):

Student Signature: _____ Date: _____

This form is to be signed by the student who by signature indicates an understanding that eligibility for specific accommodations or services is determined on an individual basis by review of both student input and supportive professional documentation. This signature authorizes the Office of Student Accessibility and Disability Services to disclose information as necessary to implement verified accommodation needs to BC Personnel who are directly involved in providing residential or support services.*

PLEASE RETURN THIS FORM (LAST PAGE) TO:
Office of Student Accessibility and Disability Services
One Brevard College Drive
Brevard, NC 28712

disabilityservices@brevard.edu
Phone & Secure Fax: 828-641-0653