Plymouth State University

Campus Accessibility Services

Housing Accommodation Request

Plymouth State University is committed to providing access to ensure students with disabilities are able to participate in all aspects of university life--including Residential Life. We believe that living on campus, learning to live in a community, and sharing a space with others is an integral part of the educational experience at PSU.

Students with a significant documented disability (or disabilities) or temporary injury may request housing-related accommodations. This process begins with the Campus Accessibility Services (CAS) Office. Once CAS has determined that a student qualifies for reasonable housing-related accommodations, CAS will notify the Residential Life Housing Coordinator who will use the information when making housing assignments.

Acknowledgment—by signing this form, I acknowledge the following:

- In order for my housing-related accommodation request to be processed, I must first be registered with Campus Accessibility Services (registration link).
- A disability is defined as a physical or mental impairment that substantially limits one or more major life activities. For more information: ADA.gov
- Reasonable accommodations are determined based on access and equal opportunity for participation, not on perceived needs, perceived benefits, or preferences.
- Desired changes to a student's housing assignment due to health-related symptoms that are not a disabling condition that substantially limits a major life activity, such as living with a particular roommate or in a particular location or desire for a quiet or undisturbed place to study, are considered housing ***preferences.*** Housing preferences are managed solely by the Office of Residential Life.
- **The approval for housing-related accommodations from the CAS office does not guarantee the availability of on-campus housing inventory that meets the approved accommodation.**
- All students (with or without housing-related accommodations) must be active participants in the Residential Life housing selection process. This means completing a housing application and participating in the active phases of the process.
- Students applying for housing-related accommodations must meet with a CAS staff member to discuss their request as part of the interactive process to determine reasonable accommodations.
- CAS reserves the right to request additional documentation if the information submitted appears to be outdated, inadequate in scope or content, does not address the student's current level of functioning, or substantiate their need for housing-related accommodations. Students will be notified in writing if more information is necessary.
- A student's request for housing-related accommodations applies only to their own housing assignment and does not apply to the student's current roommate(s) or requested roommate(s).
- CAS **cannot approve "off-campus living" as an accommodation.** Students seeking a release from the live-on policy should initiate the process with Residential Life to request to be released from their on-campus living obligation.

Student Signature: _____ **Date:** _____

Campus Accessibility Services
PSU.CAS@plymouth.edu
17 High St. MSC 9 | Plymouth, NH 03264 | Tel: 603.535.3300 | fax: 603.535.2277

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Housing Accommodation Request- Part I Student

To be completed by the student requesting housing-related accommodations.

First and Last Name: _____

Student ID: _____

Email: _____

I am a (check one):

- ☐ New student (first year) requesting housing-related accommodations for the upcoming academic year
  - Have you been accepted into a Living Learning Community (LLC)? (circle) Yes or No
  - If yes, which LLC? _____
- ☐ Current student requesting housing-related accommodations for the **upcoming** academic year
- ☐ Current student requesting housing- related accommodations for **current** academic year
- ☐ Transfer student requesting housing-related accommodations for the **upcoming** academic year

Current on-campus housing assignment (if applicable): _____

Briefly describe the disabling condition/diagnosis for which you are requesting housing-related accommodations:

What **major life functions** are substantially impacted in your daily life by the related condition? (*Major life functions may include but are not limited to breathing, caring for self, communicating with others, eating, hearing, learning, lifting, reaching, reading, seeing, sitting, sleeping, talking, thinking, walking, and writing.)*

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Housing Accommodation Request- Part I Student

How are these major life functions **substantially impacted** in the on-campus residential setting and/or your living environment?

Please describe the housing-related accommodations you are requesting:

What is your previous residential living history? Please include prior PSU housing assignments as well as residential history before you attended PSU.

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Housing Accommodation Request- Part I Student

Please share any additional information relevant to the housing-related accommodation request that you would like CAS to consider.

CAS reviews and processes accommodation requests year-round, however here are some general timelines to be mindful of:

Current students: To be eligible to use housing-related accommodations during the housing selection process, completed CAS Housing Accommodation Request forms should be submitted to CAS by March 1st with requests for the upcoming fall semester. After this date, and for the spring semester, completed forms will be accepted by CAS but Residential Life housing inventory may be further limited/unavailable.

Incoming students: To receive housing assignment information in a timely manner, housing-related accommodation request forms should be submitted by July 1st for the upcoming fall semester and December 1st for the upcoming spring semester. After these dates, completed forms will be accepted and processed by CAS but Residential Life housing inventory may be further limited/unavailable.

I understand that this form will be reviewed by the CAS office to determine my eligibility for reasonable housing-related accommodations. I attest that all information I have provided is accurate to the best of my knowledge. I understand that Residential Life will be informed of my approved housing-related accommodation only; no confidential information regarding my diagnosis will be shared with the Office of Residential Life by Campus Accessibility Services.

Student signature: _____ **Date:** _____

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