

PROCEDURE FOR REQUESTING DISABILITY RELATED HOUSING ACCOMMODATIONS

Otterbein University considers residence life an integral part of a student's development and is committed to providing successful residence hall experiences for all students. The Director of Residence Life convenes a committee comprised of staff from the university health center and counseling services to determine the most appropriate housing accommodations for students with documented disabilities on a case-by-case basis in consultation with the Office of Disability Services.

Please complete the following procedures to request housing accommodations:

1. Meet with Tracy Benner, Director of Residence Life, to review the accommodation request process and discuss your needs. During this time, you will review the types of on-campus accommodations and housing selection processes along with the forms required to apply for each type of housing and/or accommodation needs.
2. Complete the appropriate housing request forms and submit to Tracy Benner, Director of Residence Life, as all students seeking to live on-campus must follow general housing requirements. Returning students must sign up for the appropriate type of housing by completing the required applications by the deadline on those applications.
3. Complete and submit the "Treating Practitioner's Disability Verification Form" to request accommodations in university-owned student housing (residence halls, theme houses, Commons apartments, and university-owned Greek housing). Assure the "Treating Practitioner" section has been completed by your **qualified, current treating physician/diagnosing professional and have the professional fax the form directly to Tracy at 614-823-3299**. Qualified professionals are licensed or otherwise properly credentialed and possess expertise in the disability for which modifications or accommodations are sought.

Remember:

- The "Treating Practitioner's Disability Verification Form" must be received by the Director of Residence Life by the deadline listed below.
- Late submissions may limit the availability of the requested accommodations.
- All requests for accommodations received after the date listed for the appropriate class year/housing location will be considered on the basis of available accessible rooms. To ensure a smooth process, please submit requests as soon as possible and in advance of the deadline.
- Building and room preferences are taken into consideration; however meeting the accommodation needs is our top priority.
- Accommodation requests do not apply to roommates/suitemates/apartment mates or friends.
- Decisions may be delayed if further communication is required with the student and/or medical professional.
- Students will receive notice via Otterbein email of the approved accommodations and information regarding where the accommodations can be met.
- Housing Accommodations must be updated by students each year. A renewal form will be sent to all students with accommodations in January for the following school year.
- If you have any questions or concerns, please feel free to contact Tracy Benner (contact info below).

Deadlines for Housing Accommodation Request Submissions

February 1st – All returning/current students' requests for the following academic year (including ESAs).

June 1st – Incoming students', including transfers and first-years, requests for fall semester (including ESAs).

[Note: Please submit requests early, even if you are not officially declared as an Otterbein student, to allow us to prepare your accommodation request.]

November 1st - All requests for spring semester (including ESAs)

Return to: Tracy Benner, Director of Residence Life
1 South Grove Street, Student Affairs Office
Westerville, OH 43081

Email: TBenner@otterbein.edu
Phone: 614-823-1250
Fax: 614-823-3299