



WILLIAM & MARY

CHARTERED 1693

STUDENT ACCESSIBILITY SERVICES

Request for Disability Housing Accommodations

Dear Student,

In an effort to respond effectively to student requests for housing accommodations the university requires documentation of your disability. Documentation must be current and comprehensive in light of the request and consist of an evaluation by an appropriate professional describing the current functional impact of the condition or disability as it relates to your request for housing accommodations. *Note there are additional steps required for requesting emotional support/assistance animals. Please contact Student Accessibility Services for information.

If you have any questions regarding this form, please contact Student Accessibility Services.

We will use the documentation provided to consider and evaluate your request based on:

- Information provided by the diagnosing professional
- Potential effectiveness of the accommodation
- Timeliness of the request and room availability

William & Mary reserves the right to request additional documentation if the information submitted appears to be outdated, inadequate in scope, or content, or if it does not address the student's current level of functioning or substantiate the need for accommodations.

We will notify you in writing via your William & Mary email account of any accommodation decisions.

The first step in the accommodation approval process is to register with Student Accessibility Services through the online self-registration process https://wm-accommodate.symplicity.com/public_accommodation/

The next step is to have your treating physician complete the attached *Documentation of Disability* form.

Deadlines:

Please submit your fully completed registration and "*Documentation of Disability Form*" *as soon as possible*. **Please allow up to two (2) weeks for processing your completed registration and documentation information.**

If you are requesting an accommodation after the start of the semester, approvals may be delayed due to housing availability and other factors.

We have provided the attached forms to assist you in working with your diagnosing or treating professional to prepare the information needed to evaluate your request.

Request for Disability Housing Accommodations: Documentation

Part 1 of 2 To Be Completed by Student

1. Fill out your name, address, Student ID #, date of birth, etc. in the space provided below.
2. Indicate which housing accommodation(s) you are requesting. (**For air conditioning requests:** If approved for air conditioning, and depending on your need, the university will either place you in a chilled air system residence hall or provide and install a window unit at no cost to you.) Any student is permitted to bring an air purifier for their room if needed.
3. Have a qualified diagnosing/treating professional, who is familiar with your condition or disability complete Part 2. *You may need to explain the purpose of the form to your clinician. The diagnosing/treating professional cannot be an immediate family member.*
4. Submit this form, along with any supporting documentation, via the online system, via e-mail to sas@wm.edu or hand deliver to Student Accessibility Services, Campus Center Room 109. ***Please allow up to two (2) weeks for processing your completed registration and documentation.**

Student Name:

Student ID #:

Email:

Date of Birth:

Home Address:

Campus Address (if known):

Home Phone:

Local Phone:

Current Academic Level: Incoming Freshman Freshman Sophomore Junior Senior Transfer

For what year and semester are you requesting accommodations? 20 Fall Spring Summer

***If you are requesting an accommodation after the start of the semester, approvals may be delayed due to housing availability and other factors.**

Please select the housing accommodation(s) you are requesting:

Accessible Residence Hall

No Basement Room

Accessible Residence Hall Room

Elevator

Wheelchair Accessible Room

Priority Housing Needs

Double Room

Central Campus Location

First Floor/No Stairs

Single room

continued

Close Proximity to Health Center

Close Proximity to Dining Hall

Laundry/Kitchen on Same Floor

Apartment

Emotional Support Animal

Latex-Free Furnishings

Accessible Bathroom Accessible

Shower/Tub

Sink in Bathroom

Other

Private Bathroom

Suite Bathroom

Close Proximity to Bathroom

Single use restroom

Audible Door Bell

Visible Fire Alarm

Air conditioning

Notification Prior to Emergency/Fire Drill or

Alarm Test

Explain how your accommodation request relates to your diagnosed disability:

Requests must include your signature affirming agreement and clear responses to the questions above.

As indicated by the signature below, the student submitting this request agrees that any information relevant to consideration of the request may be reviewed by appropriate University staff in evaluation and in any subsequent provision of accommodations.

Student Signature

Date

Request for Disability Housing Accommodations: Documentation of Disability

Part 2 of 2 To Be Completed by Diagnosing/Treating Clinician

1. Fill out your name, certification and contact information below.
2. Provide information addressing the items listed below by filling out this form or providing a printed narrative on your official letterhead.
3. Should the information requested below be contained in a current, comprehensive evaluation report –please attach a copy of the report to this form. *Please note: The patient **cannot** be an immediate family member of the provider.*

Qualified Diagnostic/Treating Professional Information:

Name:

Title:

Certifications or Licensure:

Address:

City, State, Zip:

Phone:

Fax:

Email:

Student Name:

Date of Birth:

Phone Number:

Home Address:

Please answer the following questions with the goal of providing information that will assist the university in understanding the student's functioning, limitations, and associated need for housing accommodations. You may also report on letter head as needed.

(If mandatory fields are left blank, the university may request more information in order to evaluate the need for accommodation. If the diagnostic process is not complete, please share information that is known about the patient's symptoms and limitations.)

Student Name:

Date:

1. MANDATORY

Diagnosis/Description of Medical or Primary Disability:

DIAGNOSIS:

Original date of diagnosis:

Date of most recent treatment or diagnosis:

2. MANDATORY

The prognosis for the medical condition or disability above is:

Permanent/Chronic

Long term: 6-12 months

Short-term/Temporary: 6 months or less Expected duration:

Episodic (please describe below)

What is the severity of the condition? Please mark one:

Mild Moderate Severe

Describe the expected **progression or stability** of the condition over time. (This description should provide an estimate of the change in the functional limitations of the disability over time and/or recommendations concerning the predictable needs to review circumstances to ensure needs are addressed appropriately.) Please explain how the student's requested accommodation will address limitations and ease the impact of the diagnosed disability.

Student Name:

Date:

Please note these relevant definitions:

“**Major bodily functions**” include, but are not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

“**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.

3. MANDATORY

Functional limitations: Does the student's condition substantially impact major bodily functions or limit the student in a major life activity (as defined above)?

- No If no, accommodations are likely not needed
- Yes If yes, please specify what functions or activities (for example, *seeing, hearing, walking, sitting, standing, learning, concentrating, reading, thinking, self-care, sleeping, breathing, working, managing internal or external distractions*) are involved and the severity of current impairment below.

Functional Limitations and Current Impact or Severity:

4. MANDATORY

Student's History and Use of Academic and/or Housing Accommodations:

Describe any relevant history relating to the student's diagnosis and functioning.

Student Name:

Date:

5. **MANDATORY: Please provide any information that will be helpful to University staff in considering the accommodation requests and recommendations.** (For air conditioning accommodations: If approved for air conditioning, and depending on individual need, the university will either place the student in a chilled air system residence hall, or provide and install a window unit at no cost to the student. Please see the attachment for information regarding the types of air conditioning systems on campus.) **ANY** student is permitted to bring an air purifier for their room if needed.

We consider all recommendations. In some circumstances, the university may provide an alternate, but effective accommodation. We base accommodation decisions on the nature of the disability and functional limitations, reasonableness of the request and housing availability.

Your signature indicates that complete records are on file with the Treating Clinician at the below location and will be available for clarification upon request, and the Treating Clinician is not a family member of the student.

Treating Clinician Signature

Date

Treating Clinician Name (Please Print)

Please Return to Student Accessibility Services via email: sas@wm.edu, via fax (757)221-2538, or return to the student for submission.

Air Conditioning in the Residence Halls –

Our buildings are cooled and heated much differently than a typical residential household. Most homes use a system of ducts to move air throughout the house after it is cooled or heated in a central location. Our buildings use a complicated system of chilled or heated water that is piped throughout the building to individual fan coil units in student rooms.

Some of our buildings have older cooling systems with fewer features, while some of our more recently updated buildings have systems that allow residents more control over their climate year-round.

Our older systems operate seasonally, and are either in cooling or heating mode. They are cooling from April through October, and heating November through March. They cannot operate in both modes simultaneously, and the mode is controlled from a central location.

Newly constructed and/or renovated buildings have systems that allow each student room to choose either heating or cooling year-round. There is a thermostat in each room allowing residents to control the climate (within a set temperature range) as their preference dictates.

Within both systems there are separate fresh air intakes that work in the hallways to bring fresh air into the building – often that air is *tempered* to remove moisture from the air that is coming into the building; but there is no *filtration* of the outside air. We recommend that students who desire filtered air bring an air purifier for their personal in-room use.

Students assigned to rooms equipped with window-unit air-conditioners can control their room temperature at will year round, and window units do provide an added level of air filtration.

Please consult the provided chart for information on the type of system in each residence hall.

Residence Hall Air Conditioning Chart

building	AC in Lounges	AC in Student Rooms	Type of Air Conditioning
Barrett	✓	✓	chilled water system - on demand heating and cooling
Brown	✓		no air conditioning
Dinwiddie	✓		1st floor rooms only - chilled water system - either cooling or heating, no on-demand settings
Fauquier	✓		1st floor rooms only - chilled water system - either cooling or heating, no on-demand settings
Gooch	✓		1st floor rooms only - chilled water system - either cooling or heating, no on-demand settings
Nicholson	✓		1st floor rooms only - chilled water system - either cooling or heating, no on-demand settings
Spotswood	✓		1st floor rooms only - chilled water system - either cooling or heating, no on-demand settings
Bryan	✓	✓	chilled water system - either cooling or heating, no on-demand settings
Camm	✓	✓	chilled water system - either cooling or heating, no on-demand settings
Dawson	✓	✓	chilled water system - either cooling or heating, no on-demand settings
Madison	✓	✓	chilled water system - either cooling or heating, no on-demand settings
Stith	✓	✓	chilled water system - either cooling or heating, no on-demand settings
Chandler	✓	✓	chilled water system - on demand heating and cooling
Dupont	✓	✓	chilled water system - either cooling or heating, no on-demand settings
Fraternity Houses	✓	✓	chilled water system - on demand heating and cooling
Graduate Complex	✓	✓	chilled water system - either cooling or heating, no on-demand settings
Griffin A, B, C, D & E	✓		no air conditioning
Eagle F, G, H & J	✓		no air conditioning
Lion K, L & M	✓		no air conditioning
Hunt	✓	✓	each room has a window air conditioner, heating is via heated water
Hardy	✓	✓	chilled water system - on demand heating and cooling
Jefferson	✓	✓	chilled water system - either cooling or heating, no on-demand settings
Lemon	✓	✓	chilled water system - on demand heating and cooling
Landrum	✓	✓	chilled water system - on demand heating and cooling
Ludwell Apartments	✓	✓	external heat pumps with ducted air - each apartment has full control over heating and cooling modes
Monroe	✓		no air conditioning in individual rooms
Old Dominion	✓	✓	chilled water system - either cooling or heating - no on-demand settings
One Tribe Place	✓	✓	chilled water system - on demand heating and cooling
Cabell	✓	✓	chilled water system - either cooling or heating, no on-demand settings
Giles	✓	✓	chilled water system - either cooling or heating, no on-demand settings
Harrison	✓	✓	chilled water system - either cooling or heating, no on-demand settings
Nicholas	✓	✓	chilled water system - either cooling or heating, no on-demand settings
Page	✓	✓	chilled water system - either cooling or heating, no on-demand settings
Pleasants	✓	✓	chilled water system - either cooling or heating, no on-demand settings
Preston	✓	✓	chilled water system - either cooling or heating, no on-demand settings
Reves	✓	✓	chilled water system - either cooling or heating, no on-demand settings
Richmond Hall	✓	✓	AC / heat units in each room - each room has full control over heating and cooling modes
Sororities (all but House 5)	✓		no air conditioning in individual rooms
Sororities - House 5 (Phi Beta Pi)	✓	✓	AC / heat units in each room - each room has full control over heating and cooling modes
Taliaferro	✓	✓	each room has a window air conditioner provided
Tribe Square	✓	✓	external heat pumps with ducted air - each apartment has full control over heating and cooling modes
Yates	✓	✓	2 pipe chilled water system - either cooling or heating, no on-demand settings