



Office of Disability Services (ODS)

Documentation Requirements for Housing Accommodation Request

The Office of Disability Services and the [Office of Residential Life](#) at TSU seek to ensure consistency in evaluating special housing requests based on disabilities while at the same time carefully exploring each individual situation. To aid this process, the office of Disability Services requests should include:

1. Documentation of the condition or need that is the basis of the request;
2. A clear description of the desired housing accommodation;
3. An explanation of how the request relates to the impact of the condition;
4. Possible alternatives if the recommended accommodation is not reasonable or available.

Documentation consists of an evaluation by an appropriate professional that relates the current impact of the condition to the request. This information must be furnished to the Office of Disability Services. Also, the student must complete the housing application process as indicated for Residential Life/Housing (<http://www.tnstate.edu/housing/>). Supporting medical documentation should be typed on official letterhead and signed by the physician. The documentation must include:

1. The current impact of (or limitations imposed by) the conditions;
2. Treatments, medications, devices or services currently prescribed or used to minimize the impact of the condition;
3. The expected duration, stability, or the progression of the condition;
4. The credentials of the diagnosing professional.



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Recommendations from the treating professional may be given consideration in evaluating a request and should:

1. Provide a clear description of the recommended housing accommodations;
2. Connect the recommended accommodation to the impact of the condition (CLEARLY STATED DIAGNOSIS);
3. Provide possible alternatives to the recommended accommodation;
4. Present statement of the level of need for (or the consequences of not receiving) the recommended accommodation.

Students requesting to break their housing contracts due to medical conditions must provide, in addition to the above specific documentation and information, the following:

1. A written statement from a physician, psychologist, or psychiatrist on appropriate letterhead with the doctor's signature stating the severity of the condition and how it relates directly to living in a campus residence hall.
2. The statement must also include a reason why moving the student to a different location is not feasible and why the only accommodation is to move off campus.

Factors Considered when Evaluating Special Housing Requests at TSU

Severity of the Condition

1. Is the impact of the condition life threatening if the request is not met?
2. Is the request an integral component of a treatment plan prescribed by a medical professional for the condition in question?



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Timing of the Request

1. Was the request made with the initial housing request?
2. Was the request made before the deadline for housing requests for the semester in question?
3. Was the request made as soon as possible after identifying the need?
(Based on the date of the diagnosis, receipt of housing assignment, change in status, etc.)

Feasibility & Availability

1. Is space available that meets the student's documented need?
2. Can space be adapted to provide the requested accommodation without creating a safety hazard (electric load, etc.) or a financial hardship?
3. Are there other effective methods or housing accommodations that would achieve similar benefits as the requested accommodation?
4. How does meeting this request impact housing commitments to other students?