



**Muhlenberg College
Office of Disability Services
Special Housing Request
General Information**

Students with a diagnosed medical condition which may significantly impact residential living may submit a Special Housing Request through the Office of Disability Services. The accommodations requested through this process must be an integral component of a treatment plan prescribed by a medical professional qualified to treat that particular condition. Students are encouraged to review all facets of the documentation process including the bulleted items listed on the Special Housing Request Student Form and the Diagnostician Report Guidelines.

The Special Housing Request Committee is comprised of representatives from the Office of Disability Services, Office of Housing and Residence Life, Counseling Services, and Student Health Services. The Committee considers and prioritizes applications based on critical medical need and the severity of the condition that significantly impacts residential living.

Please note:

- ▶ There must be a clear connection between the recommended housing request and the impact of the condition
- ▶ A statement of the level of need for (or consequences of not receiving) the recommended housing request must be included.
- ▶ Documentation of a condition **does not** guarantee that an application will be approved.
- ▶ Applications may not be approved if:
 - the condition does not rise to the level of a disability for the purpose of residential living
 - the request is not a reasonable accommodation under the ADA
 - the request is inconsistent with established Special Housing Request policies and guidance

In order to initiate the process, students should complete the Special Housing Request Student Form available on the Office of Disability Services and Office of Housing and Residence Life web pages. The Diagnostician Report Guidelines should be presented to the medical professional who will provide written documentation of the condition. Interviews are scheduled after receipt of documentation and forms.

Continuing Muhlenberg College students must submit the Special Housing Request Student Form with the supporting documentation and complete the personal interview by:

- Fraternity & Sorority Housing Requests- no later than January 31, 2022.**
- Group Interest Housing- no later than January 31, 2022.**
- MILE Housing Requests- no later than February 14, 2022.**
- General Housing Requests- no later than March 14, 2022.**

Incoming, first-year students must submit the Special Housing Request Student Form with the supporting documentation, and complete the personal interview **no later than June 17 2022.**

Transfer students must submit the Special Housing Request Student Form along with the supporting documentation and complete the personal interview **no later than August 1, 2022 for the fall semester 2022, or November 28, 2022 for the spring semester 2023.**

Students attending any of the summer sessions who will be requesting Special Housing must submit the Student Form with the supporting documentation and complete the personal interview **no later than May 2, 2022.**

For further information, contact the Office of Disability Services at 484-664-3825.

All Muhlenberg College students have the right to file a grievance if they believe they have been subjected to discrimination on the basis of a disability, have been denied access, or have been denied a reasonable accommodation under the Americans with Disabilities Act.

Questions or concerns regarding these issues may be directed to:
Associate Dean of Students and Director of Equity and Title IX
Phone: 484-664-3562
lin-chiwang@muhlenberg.edu