Print Form

Office of Student Disability Services
423 Wells Hall • Murray, KY 42071
Tel: (270) 809-2018 • Fax: (270) 809-4339
TDD: (270) 809-5889

REQUEST FOR FIRST FLOOR HOUSING ASSIGNMENT AND/OR HOUSING REASONABLE ACCOMMODATION FORM

I. Semester Applying for: ☐ Fall _____ ☐ Spring _____ ☐ Summer _____ Today's Date:_____

Status: ☐ Applied for Housing, New Applicant for Housing First Floor and/or Housing Accommodation. **PLEASE ATTACH DOCUMENTATION**

☐ Current Housing Resident, New Applicant for First Floor and/or Housing Accommodation. **PLEASE ATTACH DOCUMENTATION**

☐ Current Housing Resident (Re-Application). **PLEASE ATTACH DOCUMENTATION IF THERE HAVE BEEN CHANGES OR DOCUMENTATION IS MORE THAN THREE YEARS OLD.**

Student Full Name_____ M#:_____
Last First Middle Initial

Address: _____ Campus Address: _____
Street City State Zip

MSU E-mail Address: _____ Alternate E-mail Address_____

Telephone Number: _____ Cell Number: _____

Classification: ☐ Entering Student ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate ☐ Other:_____

II. REQUEST FOR FIRST FLOOR HOUSING

Kentucky law (KRS 164.9495) requires that students who have a disability, or a sensory, cognitive or neurological deficit or impairment, or a learning disorder, minimal brain dysfunction, dyslexia, pervasive developmental disorder, autism, or Asperger Syndrome be given priority for first floor housing assignments. If you have a disability or condition as noted above, and desire a first floor housing assignment, please complete this section. **Please note that first floor housing assignments are only available in Clark, Franklin, Richmond and Springer Colleges. (Springer is available for female students only). If no first floor rooms are available, you will be allowed to seek alternative on-campus or off-campus housing. (Please check below if you desire First Floor Housing).**

☐ **I REQUEST FIRST FLOOR HOUSING. (If you desire other housing accommodations, please complete Section II).**
PLEASE LIST DISABILITY/CONDITION FOR WHICH FIRST FLOOR HOUSING IS BEING REQUESTED AND ATTACH SUPPORTING DOCUMENTATION AS INDICATED ON PAGE 2: _____
_____

III. REQUEST FOR HOUSING REASONABLE ACCOMMODATION

WHAT IS THE NATURE OF YOUR IMPAIRMENT? (Check all that apply)

☐ Learning Disability ☐ Chronic Health Impairment or Disorder ☐ Mental/Emotional Disorder
☐ Visual Impairment ☐ Orthopedic/Mobility Impairment ☐ Other_____
☐ Hearing Impairment ☐ Attention Deficit/Hyperactivity Disorder _____

Please list the accommodation(s) you request. Explain why and how it relates to your disability/impairment: _____
_____
_____

Please attach supporting documentation of your disability as indicated on Page 2.

IV. PLEASE PROVIDE REQUESTS (COMPLETED APPLICATION WITH ACCOMPANYING DOCUMENTATION AS NOTED ON PAGE 2) BY THE FOLLOWING DATES:

Fall Semester Deadline:	**Spring Semester Deadline:**	**Summer Semesters:**
May 31	December 15	One month prior to first day of classes

Should a student have a need for a first floor assignment and/or reasonable accommodation after the deadline date, the student should complete the information for First Floor Housing and/or Housing Reasonable Accommodation section above and submit same to the Office of Student Disability Services as soon as possible.

I hereby verify that the above information is true and accurate to the best of my knowledge and belief.

_____ _____ _____
Student Printed Name Signature Date

Please return this completed form and attached supporting documentation to the Office of Student Disability Services, 423 Wells Hall, Murray, KY 42071
Equal education and employment opportunities M/F/D, AA employer

SUPPORTING DOCUMENTATION

This request cannot be processed until documentation is received. Acceptable documentation must be current (no more than three years old) and meet the following requirements:

- Provided by a qualified professional who is not an immediate family member
- Typed on official letterhead and signed by the professional
- States the nature of the condition for which accommodation is being requested
- If you are requesting something other than first floor housing, the documentation must describe how the disability directly relates to the accommodation requested.

REVIEW PROCESS

Your request for First Floor Housing and/or Housing Reasonable Accommodation, along with all accompanying supporting documentation will be reviewed by the Affirmative Action Subcommittee. A decision will be rendered and you will receive notification of the decision from the Director of Student Disability Services. Please note that if you qualify for a First Floor Housing Assignment and same is not available, you will be allowed to seek alternative housing on or off campus.

APPEALS PROCESS

Housing Disability Assignment Appeals Process

A student (or the student's parent or advocate on behalf of the student) who is dissatisfied with the decision of the Subcommittee as to the requested first floor housing assignment and/or accommodation(s) or housing exemption request (i.e. does not believe that the housing assignment or denial of exemption accommodates the student's disability or in some way endangers the student's safety or health) may file a written appeal to the Office of Institutional Diversity, Equity and Access (IDEA), 103 Wells Hall, Murray State University, Murray KY 42071, along with any supporting documentation. Said appeal shall be filed in the Office of Institutional Diversity, Equity and Access within ten (10) days from the date of receipt of the original decision by the Subcommittee as to the request for first floor housing and/or reasonable accommodation(s) or housing exemption request. No one involved in the initial decision by the Subcommittee shall be involved in the determination on appeal which shall be made by the Office of Institutional Diversity, Equity and Access. The Office of Institutional Diversity, Equity and Access shall make a written determination within thirty (30) days from the date it received the appeal. The decision of the Office of Institutional Diversity, Equity and Access shall be final.