



# Tennessee Tech University

## Office of Disability Services

### Documentation Requirements for Housing Accommodation Requests

The Office of Disability Services (ODS) works in conjunction with Residential Life to evaluate disability-related housing requests. Students who are in need of housing accommodations as a result of a disabling condition must complete an **application** with the ODS. The application needs to clearly state the disability, any housing-related issues that are directly associated with the disability, and the desired housing accommodation.

In addition, students must submit **documentation** (to the ODS) from a licensed professional to support the need for the requested housing accommodations. Documentation requirements are listed below:

- I. A **qualified professional** must conduct the evaluation. The documentation needs to be from a licensed physician or specialist qualified to make the diagnosis.
- II. Information received must be on **official letterhead** that includes the professional's name, title, certification/license, mailing address, telephone number and the professional's **manual** signature. Prescription pad reports are not acceptable.
- III. Documentation should be **current**.
  - Completed or re-evaluated within the three years, preferably no more than six months old.
- IV. Documentation should be in narrative form and needs to **include**:
  - Specific diagnosis and date of diagnosis
  - Last clinical contact
  - Current medications and/or other treatments for the condition
  - Estimated effectiveness of treatment in lessening the impact of the disability
  - Prognosis
  - Functional limitations caused by the disability
  - Descriptions of the effect of the disability in the **residential/housing** setting.
  - Description of how the recommendations will impact the disabling condition
  - Possible alternatives to the recommended accommodations
  - Statement that addresses the level of need for (or consequences of not receiving) the recommended accommodation.
- V. Students seeking to be released from the TTU housing requirement or from their current housing contract will need to include additional information listed below:
  - Statement that specifically states how the disabling condition is affected by living in campus housing
  - Statement that indicates why moving to an alternate location or type of campus housing is not feasible, and why the only acceptable accommodation is to be released from the housing requirement.

**CONFIDENTIALITY:** The Office of Disability Services staff will adhere to the University's confidentiality policy regarding the release of information concerning student's records. This office will not release any information, including personal information, or any part of the requested documentation without the candidate's informed consent unless compelled by a legal process of subpoena.

Tennessee Tech University  
Office of Disability Services  
Box 5091 • Cookeville, TN 38505  
931-372-6119 • Fax 931-372-6378  
[www.tntech.edu/disability](http://www.tntech.edu/disability)