
How to Request Housing Accommodations

Step 1: Contact Disability Services

Call or Email Disability Services to begin the process. Ask for a copy of the [Housing Accommodation Verification Form](#) or find the form on our website.

Ph: 812-488-2663 Email: disabilityservices@evansville.edu

Step 2: Get Documentation from Your Provider

Give your healthcare provider a copy of the practitioner letter and housing accommodation verification form to complete. Please be sure to complete and sign the [Student Authorization to Release Information](#) section on the form before giving it to your provider.

Step 3: Submit Your Documentation and Schedule an Appointment

Return the completed verification form to Disability Services either in person or email. Someone from our office will contact you to schedule an appointment with a Disability Services staff member. Students are required to register with Disability Services if they are approved for housing accommodations.

Step 4: Important Deadlines

Housing requests for the fall semester should be submitted by April 1 for current students and June 1 for new incoming students. Housing requests for spring semester should be submitted by November 1. Submissions after these dates may delay the accommodation review process by up to 30 days.

Step 5: Notifying Residence Life

Disability Services will notify the appropriate Residence Life personnel of any housing accommodations approved through Disability Services. The student's documentation is kept confidential and will not be shared with Residence Life.

Step 6: Renewing Housing Accommodations

Housing accommodations do not automatically renew each academic year. Students must indicate on the eRezLife housing application that they wish to use their approved accommodations for the upcoming year.

***While medical documentation and student preferences are important considerations, they may not directly determine the final accommodation provided. Instead, accommodations are designed to appropriately and effectively address the documented disability-related need, and their implementation is dependent on the availability and feasibility of the requested accommodation.**

****Please note that single residence hall rooms are generally not considered an appropriate accommodation for students seeking a quiet place to study, space for personal decompression, or relief from a previous negative roommate experience. Students are encouraged to explore campus and find locations where they can study, decompress, and process emotions outside of their room. A few options include quiet study areas in the residence halls, private spaces in the library and academic buildings, and the Wellness Room in Counseling Services.**

HOUSING ACCOMMODATION REQUEST TREATING PRACTITIONER VERIFICATION FORM

Dear Practitioner:

The University of Evansville (UE) is committed to fostering an accessible and supportive environment for all students. As a residential institution with a three-year housing requirement, UE views on-campus living as an essential part of the student experience. Students with a documented disability or health concern that requires specific arrangements may request a reasonable accommodation in housing. The Americans with Disabilities Act (ADA) defines a disability as a physical or mental impairment that substantially limits one or more major life activities.

The student named on the accompanying verification form has requested a housing accommodation. Your professional input will help us evaluate this request and determine appropriate and reasonable accommodations. While medical documentation and student preferences are important considerations, they may not directly determine the final accommodation provided. Instead, accommodations are designed to appropriately and effectively address the documented disability-related need, and their implementation is dependent on the availability and feasibility of the requested accommodation.

Please note that single residence hall rooms are generally not considered an appropriate accommodation for students seeking a quiet place to study, space for personal decompression, or relief from a previous negative roommate experience. Students are encouraged to explore campus and find locations where they can unwind, decompress, and process emotions outside of their rooms. A few options include quiet study areas in the residence halls, private spaces in the library and academic buildings, and the Wellness Room in Counseling Services.

Please complete the attached form and return it to Disability Services at your earliest convenience. Instructions for returning the document can be found at the bottom of the verification form. As noted on the verification form, if clarification of information provided is needed, Disability Services will reach out to the provider listed on the form.

Sincerely,

Debbie Brenton
Assistant Director of Disability Services
disabilityservices@evansville.edu
812-488-2663

AUTHORIZATION TO RELEASE INFORMATION – STUDENT COMPLETES

*** Deadline for fall semester is April 1 for current students and June 1 for new incoming students. Deadline for spring semester is November 1. Submissions after these dates may delay the accommodation review process by up to 30 days.**

Student Name: _____ UE ID#: _____ Birth Date: _____

I am requesting disability accommodations through Disability Services at the University of Evansville. The school requires current and comprehensive documentation of my disability/medical condition as one of the criteria used to evaluate eligibility for disability-related accommodations. Please respond to the following questions as soon as possible and return to me or send to Disability Services by email. I authorize Disability Services to contact you if clarification is needed.

Student Signature: _____ Date: _____

INFORMATION BELOW TO BE COMPLETED BY TREATING PRACTITIONER

Today's Date: _____

Healthcare provider name (print): _____

Title: _____ Phone: _____

Organization and address: _____

1. Diagnosis(es) and date(s): Include ICD/DSM diagnoses and/or code

2. Is this student currently under your care? ____Yes ____No

3. Current Status of condition(s) (e.g. active, progressing, controlled, in remission, temporary):

4. Current level of severity (choose one): Mild Moderate Severe

5. How long is this condition(s) likely to persist (be as specific as possible – e.g., lifetime; 1 academic year; duration of academic program enrollment; 1 month)

6. List procedures/assessments used to diagnose this student's condition:

7. What are the functional limitations or symptoms of the condition(s)?

8. What exacerbates this student's specific disability (ies)? (Please be as specific and detailed as possible)

9. How does the condition impact the student's academic functioning or ability to learn?

10. Identify any accommodations you believe are necessary for the student to live in campus housing.

This information is current and accurate to the best of my knowledge based on my recent evaluation of this patient or my review of records of a recent evaluation by a qualified healthcare provider.

Signature of Treatment Provider: _____

License #: _____

Date: _____

Return the completed form to Disability Services at disabilityservices@evansville.edu. Please call 812-488-2663 if you require additional information. Feel free to attach any additional reports or relevant information. All information on this form will remain confidential in accordance with the Family Educational Rights and Privacy Act (FERPA).