



Office of Residence Life

1201 Locust Ave
Fairmont, WV 26554-2470
Phone (304) 367-4216
Toll Free (800) 641-5678, Ext-8
Fax (304) 367-4938

SPECIAL HOUSING ACCOMMODATION REQUEST

By completing this application, you are requesting that the Office of Residence Life assign you to on-campus housing based upon medical, psychological, disability, or other reasons not typically considered for assignment purposes. If you are viewing this request online, please print, complete and submit to the Office of Residence Life. Please be aware that this is not a request for on-campus exemption. Fairmont State has a four (4) semester on-campus requirement. In making this request, please note the following information:

Documentation

- Special Housing Accommodation requests **must be accompanied by supporting documentation** information provided by you and by your health care provider. It is your responsibility to have all supporting documentation regarding your request submitted to the Office of Residence Life.
- The medical, psychological, or disability information that you provide will become part of both your Health Services, Crisis Counseling, the Office of Disabilities Issues & Psychological Services and Housing records, but will not be shared with any other office or division of Fairmont State without your written consent.
- Documentation must meet the following criteria:
 1. It must be current, having been written and provided to you by your health care provider within the last three (3) years.
 2. It must clearly and accurately outline why the specific accommodation that you are requesting is necessitated by your medical, psychological, or disability issues.
 3. You have circumstances that require you to remain in campus housing during break periods.

Evaluation

- Each request is individually evaluated based on the merits of the supporting documentation provided
- Once all of the supporting documentation has been received, requests take an average of 2 weeks to process, though actual length of the review process can vary depending on application volume.
- Approval of all requests is based upon the assessment of the Residence Life Director in collaboration with Fairmont State's Health Services, Crisis Counseling, and the Office of Disabilities Issues & Psychological Services personnel. Your health care provider does not make this decision.
- Once your request has been evaluated, a recommendation will be made and you will receive written confirmation of the decision from the Office of Residence Life.

Housing

- If your request is approved, the Housing Coordinator will house you according to the recommendation of the Director of Residence Life and the available housing options. During other in-class periods, the Housing Coordinator will contact you to arrange a meeting concerning available housing options.
- If the type of housing that is being recommended is not currently available, you will be placed on a list for special consideration. These requests will be prioritized ahead of all regular Residence Life wait lists. When and if the recommended space becomes available you will be contacted.

