in which the request made. As such, those requests will be held over until the following term, if appropriate.

- 2. The cost of the documentation is the responsibility of the student. Accessible housing requests are evaluated carefully. To aid this process, corresponding documentation must include:
 - i. Documentation of the condition or need that is the basis of the request;
 - ii. A clear description of the desired housing configuration;
 - iii. An explanation of how the request explains the impact of the condition;
 - iv. An indication of the level of need for the recommended configuration (and the consequences of not receiving); and
 - v. Possible alternatives if the recommended configuration is not possible.
- 3. The Office of Accessible Education requires current and comprehensive documentation to determine appropriate services and accommodations. The general guidelines listed below are developed to assist students in working with your treating and diagnosing healthcare professional(s) to prepare the required information to evaluate your request, eligibility and need for academic accommodations. These seven elements are from the Association on Higher Education and Disability, or AHEAD. For a complete description of the General Documentation Guidelines, please visit our website: www.bw.edu/accessible-education. Documentation MUST include the following:
 - i. Credentials of the evaluator(s).
 - ii. A diagnostic statement identifying the disability.
 - iii. A description of the diagnostic methodology used.
 - iv. A description of the current functional limitations.
 - v. A description of the expected progression or stability of the disability
 - vi. A description of current and past accommodations, services and medications.
 - vii. A recommendation for accommodations, adaptive devices, assistive services, compensatory strategies, and collateral support services.

Please have your healthcare provider or diagnostician complete the proper verification form based on your documented disability. Verification forms are located on our website (included above) and can be sent to our confidential fax (440.826.3832) or emailed to disability@bw.edu.

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^{1.} Was the request made with the initial housing request?

^{2.} Was the request made before the deadline for housing requests for the semester in question?

^{3.} Was the request made as soon as possible after identifying the need? (Based on the date of diagnosis, receipt of

OAE does not handle requests for air conditioning. Please contact the Office of Residence Life (reslife@bw.edu) for information about air conditioned residence halls and/or to submit an air conditioner request.
OAE does not handle requests for Emotional Support Animals (ESAs). Please contact the Office of Residence Life (reslife@bw.edu) for information about ESAs in University Housing.