

Off-Campus Medical Exemption GUIDELINES

The purpose of these guidelines is to help students determine their eligibility for a medical exemption prior to submitting their *Medical Exemption Packet*.

Liberty University is a Christian residential campus. The Board of Trustees of the university feels that residing on-campus provides opportunities for unique educational and social experiences to help students develop essential life skills for their personal Christian life within the protective environment of the campus community.

Liberty University requires that all resident students live on campus until the semester they turn 21 years of age.

If you have a medical condition that would cause you to have specific needs in your living accommodations, please check with the Office of Student Housing to find out what options are available. A variety of accommodations are available on-campus that can be explored to best fit your individual needs.

Medical conditions that can be accommodated on campus include:

- *Physical limitations that would inhibit stair usage or walking.* Ground-level and handicap access rooms are available in a variety of housing types. Campus Transit services are available and Liberty University honors handicapped parking permits from the Department of Motor Vehicles.
- *Specific dietary needs.* Many of these can be accommodated by LU Dining, and much of the on-campus housing is apartment style and includes kitchens for personal meal preparation.
- *Environmental needs.* All of our residence halls are equipped with heating and air conditioning. On-campus housing without carpet is available. All on-campus housing is smoke, alcohol, and drug-free, and no pets (except service animals and fish) are allowed in the residence halls.

Off-campus requests for stress, insomnia and social situations do not fulfill the criteria for consideration and will not be approved.

After exploring your on-campus options, if accommodations cannot be made for your specific medical needs, you may wish to consider your eligibility for a medical exemption.

Documented medical conditions that would qualify you for this exemption must meet one of the following criteria:

- Living on-campus would pose a serious health risk. *For example, students may be considered for asthma and airborne allergy-related conditions when an indoor trigger has been clearly identified.*
- Special equipment is required that cannot be accommodated in on-campus housing

If your condition qualifies, you may submit an *Off-Campus Medical Exemption Packet* to request special allowance to live off campus. All requests must be validated your treating physician. *Please note that submission of an off-campus request does not guarantee approval.*

Your next step will be to print the *Off-Campus Medical Exemption Request Form* and *Physician Form* and follow the instructions indicated on each form.

Off-campus Medical Exemption REQUEST FORM

Students who would like to request a medical exemption to our off-camps policy may submit a completed Medical Exemption Packet to the Office of Student Housing. There is a non-refundable \$50 application fee per submitted packet. Completed packets will be reviewed by the Off-campus committee, which is comprised of a healthcare professional and University staff. This committee will meet twice per month to review Medical Exemption Packets. Consequently, students should plan on waiting up to two weeks for their Requests to be reviewed.

In order for your Medical Exemption Packet to be reviewed, the following items must be completed:

- Submit an *Off-Campus Application* through ASIST
- Read and review the *Off-Campus Medical Exemption Guidelines*
- Print and complete this *Off-Campus Medical Exemption Request Form*
- Print and have your treating physician complete the *Physician Form* and return this completed form to you with any necessary medical documentation
- Submit your completed packet to the Office of Student Housing. Packets may only be delivered by mail (USPS, UPS, FedEx, etc.) or in person. **INCOMPLETE OR FAXED PACKETS WILL NOT BE PROCESSED.**

Completed packets must include:

- Completed *Off-Campus Medical Exemption Request Form*
- Completed *Off-Campus Medical Exemption Physician Form* with corresponding medical documentation
- Non-refundable check or money order made out to Liberty University for the amount of \$50.00

Student Information:

Name: _____ ID#: _____
Birth date: _____ Age: _____ LU e-mail: _____
Local phone: _____ Home phone: _____
Cell Phone: _____
Application Date: _____ Semester requested for off-campus: _____
Reason for request: _____

“I have read and understand the details of and instructions for this process, including the *Off-Campus Medical Exemption Guidelines*, and I have submitted the mandatory components of this Packet in their entirety.”

Student Signature: _____ Date: _____

Office Use Only

Packet Complete? Yes No Received by: _____ Date: _____

Off-campus Medical Exemption PHYSICIAN'S FORM

Waiver

"I am requesting that the information on my specified medical condition be released by Dr. _____ to the Office of Student Housing at Liberty University."

Student's name: _____ Birth date: _____

Student Signature: _____ Date: _____

Guidelines for Validating Physician:

Liberty University requires that all resident students live on campus until the semester they turn 21 years of age. Only documented medical conditions that would cause living on-campus to pose a serious risk to a student's health or require special equipment that cannot be accommodated within the space of on-campus housing will be considered for an exemption.

The campus housing falls into several categories. By design, there is no co-educational housing. Liberty University is cigarette, drug and alcohol free. As such, smoking and substance use is not permitted in any campus building including the residential housing. No pets (excluding service animals) are permitted in campus housing. Every effort will be made to accommodate student needs to the extent possible within the available on-campus living space.

All of the campus housing is equipped with air conditioning. Much of the campus housing is apartment style and includes kitchens for personal meal preparation. It is not much different than traditional apartment settings found in most American communities. Some of our older residence halls are the hall type arrangement without kitchen facilities and a common bathroom/shower facility on the hall with private shower and toilet stalls. Liberty University provides no single rooms.

Students are not permitted off-campus for stress, insomnia or social situations. Students may be considered for asthma and airborne allergy-related conditions when an indoor trigger has been clearly identified. A copy of the student's skin test or RAST results is required to validate these requests. Other conditions will require appropriate documentation.

Medical Condition: _____

How long have you followed the student for this condition? _____

Expected benefit from off-campus living: _____

Physician's Signature: _____ Date: _____

Physician's Name (printed): _____ Phone: _____

Address: _____

Off-campus committee use only:

Date received: _____ Date reviewed: _____

Denied ___ / Approved ___ Committee chairperson signature: _____