



Live-On Requirement Release Request

The University of Denver (DU) residency requirements states that all unmarried undergraduate students, under the age of 21, must fulfill the wo-year live-on requirement.

*****Incomplete contract release forms will not be reviewed*****

To initiate a request to be released from the Two-Year Live-On Requirement (Live-On) or required Meal Plan (MP) as a reasonable accommodation in University managed housing, students must complete and return to the Disability Services Program (DSP) the Live-On Requirement Release Request form and provide supporting documentation.

We offer the following to assist students and their healthcare or mental healthcare provider in preparing the necessary and appropriate supporting documentation for the University. The Live-On Release Committee uses information from the Live-On Requirement Release Request along with supporting documentation to validate the existence of a disability and to understand how it may impact the student in order to make an informed decision about the request. DU engages in an interactive process with students requesting a release from the Live-On requirement or required MP to determine whether the request is reasonable. To request for a Live-On release:

- 1) Complete and return the Live-On Requirement Release Request form to the DSP (page 3)
- 2) Provide supporting documentation:
 - a) A letter from a healthcare or mental healthcare provider relevant to the student's condition (please note, this letter must be dated within the past two years). This letter should address the following:
 1. The credentials of the evaluator(s);
 2. Diagnostic statement identifying the disability;
 3. As appropriate to the disability, a description of the diagnostic methodology used;
 4. Description of the current functional limitations;
 5. Description of the expected progression or stability of the disability;
 6. Description of current and past accommodations, services, and/or medications;
 7. The nexus between the disability and the Live-On requirement.

More complete information about our documentation guidelines available at;

https://www.du.edu/studentlife/disability-services/media/documents/documentation_guidelines_12-17.pdf

- b) Optional - Letter from parent or guardian supporting the student in their request (***if provided, it must be included with the Live-On Release Request form***).
- 3) Return documentation to the DSP either: in person at **Ruffatto Hall, 4th Floor, Room 440**, by email at dsp@du.edu, by fax to **(303) 871.2248**, or by mail to **Disability Services Program, 1999 East Evans Ave., Denver, CO 80208**.

- 4) Releases will be considered by the Live-On Release Committee, based upon the information provided. The student will receive a final decision via email within two (2) business days of the Live-On Release Committee's decision. The committee meets on an on-going basis.
- 5) If approved, the student will be requested to check-out of the residence halls within 48 hours of receiving the approval confirmation. Housing fees and meal plan fees will be pro-rated to the date of check-out.
- 6) Students may appeal a decision denying a request for release from the two-year live-on requirement. All appeals must be received within five (5) business days of the notification of the Release Committee decision and must be submitted in writing. Grounds for appeal are limited to the following:
 - a) The existence of procedural errors so substantial that such errors greatly impacted the decision.
 - b) New documentation from a health or mental health provider that was not reasonably available at the time of the initial decision.

All appeals will go to the Director of the DSP (or their designee). All decisions of the Director of the DSP (or their designee) are final and must be issued in writing within fifteen (15) business days or less of receiving the appeal.

Students who have concerns regarding a possible violation of the University's anti-discrimination policies should contact the University's Office of Equal Opportunity.

Students needing a disability accommodations during the two-year live-on requirement need to contact the Disability Services Program at <https://www.du.edu/studentlife/disability-services/> or (303) 871-3241.

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UNIVERSITY of
DENVER

CAMPUS LIFE & INCLUSIVE EXCELLENCE
Disability Services Program

Student Information

Name: _____ DU ID#: 87 _____

On-Campus Address: _____
Building *Room #* *Telephone#*

Date of Birth: _____ Email: _____@du.edu

Quarter/YR Started at DU: _____ Transfer Student (circle): Yes / No

Contract Release Information

Quarter to Begin Release (circle one (1) quarter and one year only): Fall / Winter / Spring Year: 20 _____

Request:

- Meal Plan Release
- Meal Plan Change to _____
- Housing Only Release
- Housing and Meal Plan Release

Brief Reason:

Attach all letters of explanation and documentation to this form

I verify that all of the information contained in this request is accurate. I acknowledge that evidence of deliberate falsification of information or the submission of any materials, which provide false or erroneous information in connection with an attempt to be released from the residency requirements, shall be referred to Student Rights and Responsibilities and may grounds for disciplinary action.

Signature

Date

For Office Use Only

Released; Beginning

Denied

Database Updated: _____

Date Received: _____

Letter: Sent Via Email _____

4/20/20