

Dean of Students Office

Request for Medical Air Conditioner

Marietta College requires physician verification for a student to be approved to have an air conditioner in his/her college room. There should be a valid and documented reason for this authorization.

A request for use of a personal air conditioner (A/C) in your residence will be approved under the following conditions:

- You must have a chronic medical condition that necessitates use of an A/C.
- You must submit verification from your doctor that outlines this necessity.
- Marietta College's Disability Services validates and concurs with your request.

Medical Documentation for this request must meet the following criteria:

A qualified medical professional must provide a letter (with original signature) that includes a clear statement of the medical diagnosis, the basis for diagnosis, a description of treatment plan, patient response, and prognosis, as well as the current impact of the disability as it relates to the housing request that is being supported. The credentials of the diagnosing professional must be listed if not clear from professional letterhead or other forms. The diagnosing professional may not be a family member.

A NOTE ON A PRESCRIPTION PAD IS NOT AN ACCEPTABLE FORM OF DOCUMENTATION. It is up to the student to confirm receipt of documentation and to ensure their doctor has followed the outlined description. All documentation may be faxed to Disability Services at (740) 376-4406. A hard copy must follow and be received within two weeks of facsimile.

Also, the student must submit three copies of the AC request form to Disability Services, Marietta College, Attention Barbi Cheadle, 215-5th Street, Marietta, Ohio 45750 by August 1st. A link to the form can be found on the Campus Housing website FAQs .

Once this documentation is received by Disability Services, reviewed and if the request is approved, the student must:

- Provide the air conditioner. The unit must be a portable unit, less than 6,000 BTUs, and be able to plug in to a 110 volt electrical outlet. Units must be Energy Star certified or Seasonal Energy Efficiency Rating (SEER) of 10 or higher. Units must have accordion extension wings to the window frame for a weather seal. You must have the portable A/C unit in your room ready to install. Installation will be delayed if unit is not available when MC Physical Plant staff arrives.

- Make arrangements with Marietta College to have A/C removed at close of the academic year. Students who leave window units for removal and disposal by Physical Plant will be billed \$50.00.

Physical Plant will install the A/C unit within 3 to 5 business days (usually sooner) after receiving notification from Disability Services. Marietta College gets numerous requests at the beginning of the school year, so it is advisable to submit your form and documentation early for prompt installation.

Units that are found to be unsafe, in disrepair or do not otherwise meet the above criteria shall not be installed. Physical Plant will not troubleshoot, maintain or repair student owned units.

Air conditioners are not permitted to hang from windows where security screens have been installed for the safety of the residents. Physical Plant will not remove security screens. Permission can be obtained for AC units that are meant to be placed inside of a room and vent through the window.

All applications from returning students must be received in the Office of Disability Services by May 1 of each year in order to be considered for Fall semesters installation. No A/C units will be installed after October 1st during fall semester.

The Dean of Students Office will notify both the student and the Resident Hall Director of the approved request.

If you have any questions, please contact Barbi Cheadle at (740) 376-4467 or email at barb.cheadle@marietta.edu.

Dear Student,

In addition to the letter from your physician verifying that your diagnosis necessitates an air conditioner, you are required to fill out this form and send it to Disability Services. Once Disability Services receives and approves the documentation from your doctor, they will forward this form and your request to the Dean of Students Office and Physical Plant. Your request will not be considered if either this form or your documentation is not complete and received by Disability Services. Marietta College reserves the right to request further documentation at any time. Please send three copies of this form to Disability Services. This form and your documentation are valid for one academic year. All paper work is to be received by August 1 in order to provide service.

Thank you for your assistance
Disability Services, Dean of Students Office and Physical Plant

The student must provide their own A/C unit and a technician from Marietta College Physical Plant must install the unit.

Student's Name _____

ID Number _____ Date of Birth _____

Cell Phone Number _____

Campus Residence Hall and Room Number _____

Date Student will have A/C unit in room (i.e. check in date) ____/____/____
Month Day Year

Student's Signature: _____

If you have any questions regarding this form or your documentation, please contact Disability Services at (740) 376-4467 or barbcheadle@marietta.edu. If you have questions regarding A/C units, arrival date, or installation date please contact the Assistant Dean of Students at (740) 376-4532.

Disability Services
Marietta College
Attention: Barbi Cheadle
215 – 5th Street
Marietta, Ohio 45750
Fax: 740-376-4406