

## **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 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 Health Center staff 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 can be faxed to the Dean of Students at (740) 376-4420. A hard copy must follow and be received within two weeks of facsimile.

Send documentation to, Dean of Students, Marietta College, 215-5<sup>th</sup> Street, Marietta, Ohio 45750 by June 15, 2015.

Once this documentation is received by the Dean of Students, 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 after receiving notification from Dean of Students Office of the students arrival date so it is advisable to submit your form and documentation early for prompt installation. There is an annual fee that covers the cost of additional electricity. Physical Plant will add charge to individual student account during the Fall Semester.

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 Dean of Students Office by May 1 of each year in order to be considered for Fall semesters installation.

The Dean of Students Office will notify both the student and the Community Coordinator of the approved request.

If you have any questions, please contact the Dean of Students at 740-376-4784.

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 the Dean of Students. Once the Dean of Students receives and approves the documentation from your doctor, they will forward your request to Physical Plant. Your request will not be considered if either this form or your documentation is not complete and received by the Dean of Students. Marietta College reserves the right to request further documentation at any time. This form and your documentation are valid for one academic year. All paper work is to be received by June 15, 2015 in order to provide service.

Thank you for your assistance  
Dean of Students

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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 \_\_\_\_\_

Student's Signature: \_\_\_\_\_

If you have any questions regarding this form or your documentation, please contact the Dean of Students at (740) 376-4784.

Dean of Students  
Marietta College  
215 – 5<sup>th</sup> Street  
Marietta, Ohio 45750  
Fax: 740-376-4420

**For Office Use Only:**

Campus Residence Hall and Room Number \_\_\_\_\_

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

\_\_\_\_ Approved \_\_\_\_ Denied \_\_\_\_ Tentative approval, pending the following: \_\_\_\_\_

Comments, if any \_\_\_\_\_