



Accessibility Resource Center
~Ensuring Access, Supporting Success

Procedures for Accommodated Housing

In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, Thiel College provides reasonable accommodations to students with disabilities in housing. A student with disabilities is defined as having a physical or psychological condition which substantially limits one or more major life activities, having a record of such an impairment, or is regarded by the covered entity as having an impairment, according to the ADAAA. For students whose disabilities substantially limit their ability to live in Thiel's traditional housing arrangements, accommodations are provided on a space-available basis. The Coordinator of Accessibility Services and the Accommodated Housing Committee collaborate to determine the most appropriate housing accommodations and prioritize requests based on availability.

Housing accommodations are determined on a case-by-case basis, according to documented need and prevailing standards for reasonable accommodations. Students may submit a request for housing accommodations, which includes verification of the substantially limiting condition, from a licensed professional who is not a relative or a close friend. These accommodations are made after a determination of the student's disability status and that his/her particular disability necessitates adjustments to the living environment and available housing options. With this in mind, the College has established procedures to ensure that students with disabilities have equal access to the College's housing resources. A single-room request for the purpose of obtaining a reduced distraction study environment will **not** be approved. Students are encouraged to utilize the library or private study lounges located in many of the residence halls for studying.

Any changes to a student's disability-related housing accommodations must be submitted and approved annually. Since some medical conditions change over time, any requests for accommodation changes will require updated medical documentation and an updated application to ensure appropriate housing.

Specific Procedures:

Follow general procedures for housing, including relevant applications and deposits. Students must be otherwise eligible for College housing in order to be eligible for housing accommodations, including enrollment as a full-time student who is financially cleared by the Financial Services and Aid Office.

Submit completed *Housing Accommodation Request Form* and have a licensed professional (as outlined on Disability Services Information Form) fill out the Professional (*Diagnostician's*) *Housing Accommodation Request Form*. All completed forms and signed waivers must be turned in to be considered for a housing accommodation. Schedule an appointment with the Accessibility Resource Center Coordinator to discuss specific concerns when appropriate.

Requests will be considered by the staff of the Accessibility Resource Center, Health Services, and Residence Life which will form the Accommodated Housing Committee (AHC). The AHC evaluates, among other things, the student's disability status, the necessity of the requested accommodations, potential reasonable, alternative accommodations and what, if any, housing accommodations would be appropriate for the student.

The AHC tries to notify students of the status of their request within two weeks of receiving the completed forms. All requests for disability housing accommodations, along with all of the required documentation and forms referenced above, must be submitted to Accessibility Resource Services, located in Room 5 of The Learning Commons (College Library).

Please submit by the following deadlines for full consideration:

- a) Incoming Freshmen/New Students: **June 30**
- b) For Fall term: **March 1**
- c) For Spring term: **November 1**

Submission of a housing accommodation packet does NOT guarantee availability of housing. Accommodated housing is limited at Thiel College; however, the College will strive to find the most appropriate housing for students with accommodation needs.

Students who have been approved for specific housing accommodations may choose to either be placed in a residence hall room prior to the lottery, or may choose to participate in the lottery. Students with housing accommodations who choose to participate in the lottery will have a residence hall room put on hold for them as a way to guarantee a space that best meets their accommodation if the student does not get what they want in the housing lottery/room selection.

If the student is in an accommodated room and not able to attend school for a period of time, a new request must be submitted prior to returning to the College. The student must re-submit the *Housing Accommodation Request Form* and the *Diagnostician's Housing Accommodation Request Form* by the aforementioned deadlines.

Students who are not granted housing accommodations through this process will have the opportunity to appeal in writing to the Accommodated Housing Committee. If the decision is unsatisfactory, students may then appeal to the Associate Dean of Student Life & Director of Residence Life through the grievance procedure.

Please complete the bottom of this page and submit to the ARC:

Student Name: _____ **Thiel ID:** _____

I authorize Thiel College DRC to release the specified information to the **Accommodated Housing Committee** as follows:

_____ My concerns/needs related to my disability
_____ My disability documentation, which may contain medical or health related information
_____ Other: _____

****I have read and understand the Housing Accommodations Procedures and understand that the information will be shared the Accommodated Housing Committee for the purpose of determining my eligibility for my requested housing accommodation. All information disclosed will be kept confidential by all Committee members.***

Signature _____ Date _____

FOR ARC OFFICE USE ONLY:

Date of Accommodated Housing Meeting: _____ Accommodation Approved? Y N

Date Student Notified: _____ Staff Initials: _____