



## Housing Accommodation Policy and Procedure

Waynesburg University's (WU) Disability Services Office (DSO) is committed to engaging in the interactive process with qualified students with disabilities to identify reasonable accommodations to provide equal access in the university setting. Occasionally, a qualified student with a disability may require a housing accommodation to have equal access to the residence halls. While assistance animals are considered a form of housing accommodation, students interested in requesting an emotional support animal should refer to WU's separate **Assistance Animal Policy and Procedure**. Students who intend to bring service animals to campus should consult the University's **Service Animal Policy**.

Waynesburg University reserves the right to amend housing accommodation policies and procedures at any time, as circumstances require.

### I. Important Information for Students

Waynesburg University has a four-year residency requirement for full-time undergraduate students who do not reside at a parent's permanent home address. Disability-related exemptions from the University's residency requirement are granted only in the rare instances when it has been determined that campus facilities/other reasonable accommodations cannot provide equal access to an otherwise qualified student with a disability.

Requests for housing accommodations are evaluated on an individual basis after consideration of the student's disability-related need. Please note that not all diagnoses rise to the level of a disability under the law, and, as such, may not qualify a student for reasonable accommodation. Further, simply having a disability diagnosis does not automatically qualify a student for a particular housing accommodation: there must be a clear *nexus* or relationship between the student's disability and the accommodation sought. Finally, the University engages in the interactive process to make final determinations about students' eligibility for housing accommodations and the particular housing accommodation to be granted.

The Disability Services Office does not grant requests for housing accommodation based on preference rather than medical need (e.g., desire for a particular type of living environment or concerns about conflict with a roommate). Residence halls are environments in which large groups of students live and are not designed as spaces for quiet study; ample quiet study spaces can be found in other campus locations (e.g, the Eberly Library, academic buildings, and study lounges within dormitories). As such, singles requested solely to provide opportunities for private study generally are considered a preference rather than a medical need.

#### A. Housing Accommodation Priority Deadlines

Students are encouraged to submit requests for housing accommodation as early as possible. To manage demand for limited spaces, the University has established the following priority deadlines for

housing accommodations (\*subject to change on an annual basis). Returning students will receive biannual notification of priority housing deadlines through Waynesburg University email.

**Fall, new students – July 1**

**Fall, returning students – March 1**

**Spring, new students – November 15**

**Spring, returning students – November 15**

While housing accommodation requests submitted at any point will be considered, the University cannot guarantee housing accommodation for the next semester of occupancy after the established deadlines have lapsed. In some instances, students who qualify for housing accommodations but have submitted requests after priority deadlines may be put on a wait list. Further, housing accommodation requests submitted during high-volume periods (e.g., August and January) may take additional time to process.

## II. Waynesburg University Housing Accommodation Procedures

Students should initiate a request for housing accommodations by completing Waynesburg University's [Disability Accommodation Request Form](#) and self-disclosing the impacts of their disability/diagnosis.

1. Students should submit appropriate medical/mental health documentation from a licensed third-party provider qualified to treat the particular disability/diagnosis who does not have a personal relationship with the student. Waynesburg University has created a **Housing Accommodation Information Request Form** to solicit relevant information to inform residential accommodation decisions. While students are encouraged to use this form to minimize delays in processing accommodation requests, practitioners may also provide typed, signed, dated documentation on letterhead that provides the following information:

- a. Diagnosis/disability;
- b. The date of diagnosis and/or most recent assessment, and a description of the diagnostic methodology used;
- c. Severity and likely duration of the impairment (if temporary);
- d. Functional limitations related to the diagnosis/disability;
- e. Current treatments, medications, devices, or services;
- f. *Recommended* accommodations or alternatives (please note that, while provider recommendations are considered, the University reserves the right to approve or deny specific accommodations) after engaging in the interactive process.

Documentation should be current and up-to-date, typically three years old or less. If the student's disability varies significantly over time, Disability Services may request more recent documentation.

Documentation may be uploaded with student's accommodation request forms or submitted to the following address via mail, fax, or email:

**Email:** [dso@waynesburg.edu](mailto:dso@waynesburg.edu) or [sarah.feldberg@waynesburg.edu](mailto:sarah.feldberg@waynesburg.edu)

**Mail:** C/O Sarah Feldberg, Disability Services Coordinator

**Waynesburg University**

**51 West College Street**

**Waynesburg, PA 15370**  
**Fax -- 412-218-3705**

*Important: occasionally, Disability Services staff may require further information from a student's treating provider to evaluate an accommodation request during steps 2 and 3 of the housing accommodation procedure. When this is the case, the student will be notified and requested to furnish additional documentation or to complete a release of information form to authorize the Disability Services Coordinator to request additional information from the provider directly.*

2. After receipt and review of documentation, the Disability Services Coordinator will generally schedule a meeting with the student for further discussion of the accommodation request. The Disability Services Coordinator will take all information provided about the student's functional limitations into consideration when evaluating housing accommodation requests.
3. If needed, the Disability Services Coordinator may consult additional campus stakeholders (including but not limited to staff in Residence Life and Housing and Student Development) in order to consider what options exist for meeting the student's needs.
4. The Disability Services Coordinator will indicate approval or denial of the requested accommodation or alternative accommodation to the student in writing. The student may be referred to Residence Life staff to discuss implementation of the approved accommodation (e.g., specific room assignments, coordination of a residential move, etc.).
5. The student will be required to renew housing accommodations on an annual basis. The Disability Services Coordinator/Office reserves the right to request additional documentation to verify ongoing disability-related need for housing accommodation when necessary.

### **III. Grievance/Appeal Procedure**

If the student disagrees with a decision related to a housing accommodation request, he/she should follow Waynesburg University's Disability Services Appeal and Grievance Policy.



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## Housing Accommodation Information Request Form

*The health/mental health provider need not use this specific form, but all the information requested here is necessary to consider housing accommodation requests; the form is provided as a convenience.*

Student Name: \_\_\_\_\_

Provider Name: \_\_\_\_\_

Provider Credentials/License No.: \_\_\_\_\_

Provider Practice Name and Address (stamp is acceptable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The student named above has requested an accommodation from Waynesburg University because of a disability. A disability is defined under the Americans with Disabilities Act as a “physical or mental impairment that substantially limits one or more major life activities.”

1. Please cite the student’s disability/diagnosis or impairment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Method of diagnosis: please be comprehensive and include any assessment criteria, including the DSM-V, standardized assessments, etc. (for applicable diagnosis) or attach report

\_\_\_\_\_  
\_\_\_\_\_

3. Is this a temporary impairment?

☐ yes ☐ no

a. If temporary, the anticipated duration of the condition is: \_\_\_\_\_

4. Date of diagnosis: \_\_\_\_\_ Made by you? \_\_\_\_\_

a. If not, by whom? \_\_\_\_\_

5. Positive and adverse side effects of any prescribed medications:

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6. Date of most recent evaluation: \_\_\_\_\_

7. Length of time under your care: \_\_\_\_\_ Currently under your care? \_\_\_\_\_

a. If no longer under your care, when did care end? \_\_\_\_\_

8. Please describe in detail the type, severity and frequency of symptoms currently experienced by the student, and how they are likely to impact the residential experience. Please use additional pages if needed.

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9. Please describe and provide rationale for any housing accommodations that you recommend addressing the student's disability and how the accommodations may remove a specific barrier. Please explain how the modification you recommend would address the functional limitations of the student's condition. Again, please use additional pages if needed. ***If you are recommending a single room, you may skip this question and proceed to questions 10-14.***

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**If you are recommending a single room for this student, please answer the following additional questions.**

10. Why are you recommending a single room for this student?

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11. What specific disability-related barriers would the student experience if they shared a space with another person?

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12. In your professional opinion, what consequences, in terms of disability symptomology, will this student experience if a single room is not provided?

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Please sign

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Date

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