



Immaculata University Housing and/or Board Accommodation Policy and Procedure

Immaculata University (IU) is committed to providing quality housing and meal plans (board) for students. Disability Services (DS) works in conjunction with the Office of Residence Life and Housing (RLH), the Office of Health Services, and Counseling Services to respond to students' requests for accommodations due to a disability or medical condition. The process described below must be adhered to when making accommodation requests for housing and/or board and it is the responsibility of the student to initiate all requests with DS. New students with requests for housing accommodations due to a disability or medical condition are strongly encouraged to contact DS as early as possible, preferably on or before July 1. Returning students should make housing accommodation requests by April 1.

DS will attempt to make all reasonable accommodations; however not all requests may be accommodated. Students will, at times need to choose between a reasonable accommodation that DS can provide and social concerns such as not being able to live with their classmates, friends, or in a desired residence hall/apartment. At times, an individual solution may be living in non-University residential facilities.

PLEASE NOTE: This policy and procedure does not supersede other housing policies or procedures nor guarantee a student housing. All criteria for housing must be met as outlined in the *Immaculata University Policy Manual, Housing & Board Agreement* and the annual housing selection information packet.

LOCATION OF HOUSING AND/OR BOARD ACCOMMODATION REQUEST FORMS

The *Housing and/or Board Accommodation Request Forms* can be picked up from DS. The DS office is located in Villa Maria #18, and can be reached at: scurtis@immaculata.edu or 484-323-3900.

SUMMARY OF PROCESS

DS will evaluate all accommodation requests on an individual basis.

In brief, the process is as follows:

1. A student will obtain the *Housing and/or Board Accommodation Request Forms* from DS.
2. A student will complete the *Housing and/or Board Accommodation Request Form (Student)*, have the *Housing and/or Board Accommodation Request Form (Professional)* completed by the appropriate professional, and submit both to DS. Please note that the certifying professional must specialize in the area of the disability or condition and may not be a friend of the family or related to the student.
3. DS will review the forms and notify the student if additional information/documentation is needed. DS can request additional documentation or updates at any time.
4. DS will convene a Review Team to review all forms, as needed.
5. The student will be notified if the accommodation can be met, a modified accommodation can be met, or no accommodation can be met.
6. A student can appeal a decision by the Review Team by notifying the Dean of Students in writing within ten (10) business days of the student being notified by the Review Team's decision.

While DS understands the importance of medical confidentiality and privacy, if a request for housing accommodation is to be given full and appropriate consideration, documentation from a certifying professional is vital, and the ability to contact the certifying professional may be essential. It is the responsibility of the student to notify the certifying professional's office of the need for the information requested on the *Housing and/or Board Accommodation Request Form (Professional)* and to authorize the release of requested information. DS can guarantee that a student's confidentiality will be upheld and information shared only as described below in our procedure for review. If a student chooses not to provide any one item listed on the forms, then DS may not be able to proceed with a review.



The *Housing and/or Board Accommodation Request Forms* will only be required to be submitted once for conditions that are determined to be permanent by the certifying professional and the Review Team. Updates to the documentation may be required if the student initiates a request for adjusted or different accommodations.

PROCEDURE FOR REVIEW

A student may become aware of the *Housing and/or Board Accommodation Policy and Procedure* from any number of resources on campus including but not limited to DS, Office of RLH, Health Services, and Counseling Services. However, when the student becomes aware of the *Housing and/or Board Accommodation Policy and Procedure* it is the full responsibility of the student to initiate and maintain contact with DS.

All requests for accommodations should be submitted directly to DS. Once a request has been received by DS, staff will contact the student to confirm the receipt of the *Housing and/or Board Accommodation Request Forms* and, after an initial review, request any additional information required from the student.

DS convenes the Review Team to review, in depth, each request as needed. The Review Team includes the following persons or their designated representatives: the Director of Disability Services, staff from the Office of RLH, the Director of Student Health Services, and the Director of Counseling Services. Other campus support offices may be included when relative to the request. The Review Team will contact a student when/if additional information is required. It is then the responsibility of the student to provide the additional documentation/information required. It is important that students understand that this is a fluid process and there may be more than one point where additional information is required.

The Review Team will determine:

- if the requested accommodation is a necessity for equal access
- if the requested accommodation can be reasonably achieved
- if additional information is needed to make the determination

When a decision has been made by the Review Team, DS will notify the student as to whether the housing and/or board accommodation request is accepted, modified or denied. After reviewing this notification, the student will determine if he/she accepts the accommodation offered. The accommodation offered may not always be exactly as requested by the student, but it will be reasonable in context to the need. Students have the right to reject the accommodation and make other housing/board plans or appeal the decision to the Dean of Students.

If the request for accommodations implicates academics, the student will be notified to complete the intake process to address academic accommodations. Students must realize that additional documentation may be required as outlined by procedures, policies or laws as deemed necessary in order to provide the necessary academic support/accommodations.

The timeline for review will vary according to the time of year that the housing/board accommodation is requested. Students must understand that the accommodation request can be a lengthy process and so it is important for the student to begin this process early and in a timely manner (for example, requests during the annual Housing Selection process will take longer). During the annual Housing Selection Process, a specific deadline will be given each year for any housing accommodations. No requests will be reviewed after this deadline until the conclusion of the Selection process.

APPEAL OF A HOUSING ACCOMMODATION DECISION

To appeal a decision concerning a housing/board accommodation request, the student must submit a request for a review of the decision of the Review Team to the Dean of Students in writing within ten (10) business days of the student being notified by the Review Team's decision. The Dean of Students (or his/her designee) will respond to the appeal and will have the final decision regarding the request.



HOUSING and/or BOARD ACCOMMODATION REQUEST FORM (STUDENT)

To be completed by the requesting student

This form is to request accommodations for University Housing and/or Board. This form, along with your typed responses to the information request in section B below, should be submitted to:

Disability Services - Villa Maria 18 *1145 King Road * Immaculata, PA 19345 Or fax to: 610-647-7073
For questions, contact 484-323-3900 or scurtis@immaculata.edu

SECTION A – STUDENT INFORMATION

Student ID # _____ Class Status **FR** **SO** **JR** **SR** **OTHER**
(if unknown, leave blank)

Last Name _____ First Name _____ MI _____

Home Telephone # _____ Cell Phone # _____

Home Mailing Address _____

Campus Address _____ IU Email: _____@mail.immaculata.edu
(if incoming student, leave blank) (if incoming student, leave blank)

I am requesting the following housing/board accommodation for _____ (please indicate term(s) e.g.,
Fall 2019, Spring 2019).

SECTION B – CONDITION AND ACCOMMODATION REQUESTED

Please provide responses to the following information request regarding your condition and attach statements to this form:

1. Please specify the disability or medical condition requiring accommodation and whether the requested accommodation is temporary or permanent. Documentation will be required from a certifying professional who must specialize in the area of the condition or disability and is not a friend of the family or related to the student.
2. Please specify the housing or board accommodations you are requesting.
3. Please provide a thorough explanation of how the request (#2) relates to the need (#1).
4. Please provide what steps you have taken to personally provide for the need.
5. Please provide alternatives if the accommodation is not possible.

I certify that the documentation and statements attached to this request are true and accurate and I agree that DS may share this information with necessary personnel in making a determination of my request.

Student's Signature _____ Date _____

DS use only

Date Received: _____

Date of Initial Review: _____

Date of Final Decision: _____



HOUSING and/or BOARD ACCOMMODATION REQUEST FORM (PROFESSIONAL)

To be completed by the certifying professional

Student ID # _____ (if unknown, leave blank)

Last Name _____ First Name _____ MI _____

Student Signature _____

The above named student is requesting special housing and/or board (meal plan) accommodations at Immaculata University. In order to respond to the student's request, Immaculata University requires the information below. The student has been requested to provide you with a release of information authorization. Please complete Section A and Section B listed below and return to:

Disability Services – Villa Maria 18 *1145 King Road * Immaculata, PA 19345 Or fax to: 610-647-7073
For questions, contact 484-323-3900 or scurtis@immaculata.edu

SECTION A – CERTIFYING PROFESSIONAL CONTACT AND CREDENTIALS INFORMATION

Name _____

Specialty _____ Phone # _____

Address _____

License/Certification Number and State of License: _____

Date of initial contact with student/patient _____ Last contact _____

SECTION B – DIAGNOSIS, TREATMENT, AND RECOMMENDED ACCOMMODATION

Please provide the following information for consideration of a housing/board accommodation at Immaculata University. Please provide this information on your professional office stationery (no prescription pad paper please) and attach to this sheet. Thank you for your time and support in providing assistance for this student/patient.

1. A diagnostic statement including the date of most recent evaluation.
2. The diagnostic criteria or tests used.
3. The current impact of, or functional limitations imposed by, the student's condition.
4. Treatments, medications, devices or services currently prescribed or used to minimize the impact of the condition.
5. The expected duration, stability or progression of the diagnosis.
6. Specific recommendations for accommodations as well as an explanation as to why each accommodation is recommended. Please provide alternative accommodation recommendations if possible.
7. A statement of the level of need for (or consequences of not receiving) the recommended accommodation.

I certify that the documentation and statements attached to this request are true and accurate and I agree that DS may share this information with necessary personnel in making a determination of this student's request.

Certifying Professionals' Signature _____ Date _____

DS use only
Date Received: _____



HOUSING and/or BOARD ACCOMMODATION CHECKLIST

This checklist below and the attached forms provide the steps for requesting housing and/or board accommodations due to a disability or medical condition. The complete *Housing and/or Board Accommodation Policy* is available in the Immaculata University Policy Manual for review. The Review Team includes the following persons or their designated representatives: the Director of Disability Services, staff from the Office of Residence Life and Housing, the Director of Student Health Services, and the Director of Counseling Services. The decision regarding the request will be communicated by Disability Services. Should a student disagree with a decision concerning a housing/board accommodation request, the student must submit a request for a review of the decision of the Review Team in writing to the Dean of Students.

- ✓ Submit *Housing and/or Board Accommodation Request Form (Professional)* (included in this packet) to the certifying professional
- ✓ Complete *Housing and/or Board Accommodation Request Form (Student)* (included in this packet)
- ✓ Complete the information requested in Section B on the *Housing and/or Board Accommodation Request Form (Student)* on a separate typed sheet
- ✓ Submit *Housing and/or Board Accommodation Request Form (Student)* along with your typed responses to the information request to:
Disability Services – Villa Maria 18
1145 King Road
Immaculata, PA 19345
- ✓ Verify with practitioner that *Housing and/or Board Accommodation Request Form (Professional)* has been submitted to Disability Services
- ✓ Contact Disability Services if you have not received confirmation or receipt within five (5) business days after all forms have been submitted

For questions, contact:
Disability Services – Villa Maria 18
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Immaculata, PA 19345

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