

Policy and Procedure for Requesting Housing Accommodations for Thaddeus Stevens College of Technology

In compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Amendment Act of 2009, students at Thaddeus Stevens College of Technology with documented disabilities may request special housing accommodations. Requests are submitted to the Special Needs Coordinator and must be accompanied by the appropriate documentation to substantiate the need. The Special Needs Coordinator evaluates the nature and severity of the disability, and recommends appropriate housing accommodations. Accommodations are granted only if the student provides documentation from a qualified clinician that states the specific disability, the limitations of that disability and the recommended accommodations to address those limitations; and the condition is reasonable for the college to provide. **Specifically this is a condition which Federal law defines as a “physical or mental impairment that substantially limits one or more major life activities.”** For example, single room assignments may not be appropriate for conditions such as asthma, allergies, learning disabilities, ADHD, insomnia or sleep disorders, as these conditions may be addressed through other services or interventions.

Procedure:

A student seeking special housing accommodations for a medical reason should follow these steps:

- 1) **Obtain** and complete the **Request for Housing Accommodation Form**. This form is available in the Special Needs Coordinator’s Office located at 101 Hartzell, or on line under the heading Special Needs.
- 2) **Return** the completed form to the Special Needs Coordinator with current documentation that supports the request.
Documentation should include the following:
 - a) student’s medical history
 - b) detailed description of the student’s specific functional needs and limitations; and how the student is affected by current housing practices.
 - c) clear description of the recommended housing accommodations
- 3) **Review**- the request and documentation are reviewed by the Special Needs Coordinator. Specific requests may require consultation with medical staff, the Vice President for Student Affairs, the Director for Residence Life.
- 4) **Response**- Requests may be denied, approved, or approved with an alternative accommodation that is deemed reasonable by the college.
The student is provided with a letter stating the status of their request, and a copy of this letter is placed in the student’s counseling file and forwarded to the Director for Residence Life for his files.
- 5) **Assignment**-The Director for Residence Life will direct his staff to make the necessary accommodations.

Note: students who delay making their requests may find they cannot be accommodated due to limited space in the residence hall.