



Office of Disability and Access

226A Warner Library 610-341-5990 (P) 610-341-1705 (F) oda@eastern.edu (E)

Housing Accommodation Policy and Procedure

In accordance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), The Department of Housing and Urban Development (HUD) including the Fair Housing Act and The Department of Justice (DOJ), Eastern University has established procedures to ensure that students with documented disabilities have equal access to campus housing resources and receive accommodations and/or modifications to housing assignments that reasonably meet their needs as required by law. A reasonable accommodation and/or modification, defined by HUD, is a change, exception, or adjustment to a rule, policy, practice, or service that may be necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling, including public and common use spaces.

A disability, defined by the ADA, is “any mental or physical impairment that substantially limits the individual in a major life activity compared to the average person.”

The opportunity to participate in a learning/living environment is an important part of the Eastern experience. Eastern University is committed to providing housing to qualified students with a documented disability in a nondiscriminatory manner and providing comparable, convenient, and accessible housing to students with disabilities, billed at the basic housing rate regardless of the room type, contingent on availability.

Requests for housing accommodations are carefully evaluated on a case-by-case basis by the Office of Disability and Access (ODA). The ODA staff are trained in the policies of the ADA, FHA and DOJ. Students may appeal decisions made by ODA by following the Grievance Procedure on Page 4 of this policy.

Special Considerations:

The Student Code of Conduct Expectations

Students with approved accommodations must follow the Student Code of Conduct guidelines as outlined in the student handbook:

<https://www.eastern.edu/student-life/student-development/important-info-policies/eu-student-handbook>, unless otherwise noted in the student’s approved accommodations through the ODA.

Personal Care Service

Eastern University does not provide personal-care services for students with disabilities, but does recognize the need for a student to arrange for professional personal attendant care while on campus. Students should connect their Personal Care Assistant with the ODA to ensure that the attendant staff have proper identification and that access to necessary buildings are granted through Public Safety (i.e. with an E-card).

Air conditioning

All residence hall rooms have air conditioning as of the summer of 2023. The type of air conditioning is different across campus. Residence halls either have forced air and heat (Kea, Gough, Hainer East, Gallup, Sparrowk, and Eagle Residence Halls) or window unit air conditioners (Hainer North/South, Guffin and Doane). Students are permitted to bring and manage their own air purifiers.

If you need an accommodation other than air conditioning or you need a particular air conditioning type, please request housing accommodations.

Single Room Accommodation

One Year Approval

Single room accommodation requests must be renewed annually with updated documentation of current need. Single room accommodations, in most cases, will only be approved for one (1) school year.

Emotional Support Animals (ESAs) Request

Please contact ODA for the policy and procedure to request an ESA. A meeting with ODA staff is the first step in the procedure to request an ESA. Once the meeting has happened, the student will be provided with the written policy and procedure. Completed ESA request forms and documentation must be received 30 days prior to the first day of a semester. Requests/documentation received after the deadline will be processed for the next semester.

Service Animal Notification

Service Animals are welcome on campus and in the residence halls. Note: Vet records (proof of healthy animal) and roommate agreement are required for placement in the residence halls. Students with Service Animals requesting to live on campus are asked to notify the ODA 30 days prior to the beginning of the semester by completing the Service Animal forms. Delaying notification of a Service Animal may affect available housing.

Cost for Housing Accommodations due to a Disability

Students who are approved for housing accommodations due to a disability are charged the basic room rate regardless of the type of room that they reside in.

Meal/Board Plan Accommodations

Separate policy and procedure available for meal/board plan accommodations

Procedure for Requesting Housing Accommodations or Modifications:

1. To request Housing Accommodations
 - a. Complete the following forms (found here: eastern.edu/oda)
 - i. ***Housing Accommodation Student Request Form*** - to be completed by the student
 - ii. ***Health Care Provider Documentation for Housing Accommodations*** form - to be completed by a qualified healthcare provider
 - iii. ***Authorization for Release of Information*** form to allow the ODA to communicate approved disability accommodations to the EU staff in charge of Housing.
 - b. Submit forms to the ODA:
 - i. Scan/Email: ODA@eastern.edu
 - ii. Fax: **610-341-1705**
 - c. Schedule an intake appointment with the ODA staff to discuss housing accommodations.
 - i. Appointments can be scheduled by calling ODA, 610-341-5990 or ODA@eastern.edu

2. After the written request and documentation have been received and evaluated, a decision regarding eligibility will be made within a reasonable period of time.
 - a. This time period will vary depending on the extent of the requested accommodations and the time of year. In either case, students should expect that a minimum of 10 business days will be needed to evaluate requests.
 - b. In some cases, an interim plan addressing the student's needs may be put into effect. An interim plan would be appropriate only in cases where the student's disability is apparent or indisputable (e.g., obvious physical impairments).
3. Once eligibility is confirmed, reasonable accommodations for the disability will be determined.
 - a. Reasonable accommodations will be made through consultation of the documentation and communication with the student and with relevant university officials (e.g. Housing Office, Residence Life, Health Center.)
4. ODA will provide written notification of the accommodations to the Housing Office of Student Development.
5. The Housing Office will place the student in the accommodated housing and make any billing adjustments that are necessary.
 - a. If a housing accommodation cannot be provided based on availability of resources:
 - i. the students will be notified
 - ii. the student will be informed of housing options available on campus
 - iii. the University cannot require the student to live on campus
6. Housing accommodations will be approved for the length of time supported by the documentation (except in cases of ESA or single rooms, both of which are approved for one year). Students that have been approved for housing accommodations for consecutive semesters/academic years, will be contacted by the Housing Office of Student Development prior to housing selection for the next academic year to select housing that meets approved accommodations.
 - a. If students who were approved for housing accommodations on a short-term basis (or one year, in the cases of ESA and single rooms) need to continue those accommodations, updated documentation will be required. Students can follow the steps starting in #1 to request accommodation.

Please note that a submitted application does not indicate that a student has been approved for housing accommodations.

Deadlines for Housing Accommodation Disability Requests*

- | | |
|-----------------------|--|
| ➤ First-Year/Transfer | Fall Semester: Due by June 1st |
| ➤ First-Year/Transfer | Spring Semester: Due by December 1st |
| ➤ Returning Students | Fall Semester: Due by March 1st |
| ➤ Returning Students | Spring Semester: Due by December 1 st |
| ➤ Summer Sessions: | Due by April 1st |

**Students may still submit a request for housing accommodations after the above deadlines, but options will be limited, and specific requests may not be able to be accommodated.*

Grievance Procedure

Students who wish to appeal a decision made by ODA regarding their request for Housing Accommodations should contact the Vice Provost for Student Development, 200 Walton Hall, 610-341-5822.

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REQUEST FOR ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Housing Accommodations (student form)

Procedure for requesting accommodations for **housing** through the Office of Disability and Access (ODA):

1. Students requesting housing accommodations must follow all standard Eastern University policies and procedures for obtaining housing, including application and payment timelines. Please ensure that you have completed Eastern's Housing Application found at eastern.edu/housing.
2. Review the *Housing Accommodation Policy and Procedure* at www.eastern.edu/oda
3. Complete the following forms:
 - a. **Request for Accommodation for Students with Disabilities/Housing Accommodations** (this form/completed by student)
 - b. **Healthcare Provider Documentation for Housing Accommodations**. To be completed by a qualified healthcare provider (physician, psychologist, psychiatrist, etc.)
 - c. **Authorization for Release of Information** (completed by student)
4. Submit request form, documentation and release form to the Director of the Office of Disability and Access (ODA) by email (oda@eastern.edu) or fax: 610-341-1705
5. Schedule accommodation intake meeting with ODA staff by emailing oda@eastern.edu

Important notes:

- Submitting this form and supporting documentation does not guarantee that accommodations will be approved.
- SINGLE ROOM accommodation requests must be updated annually. Single room accommodation requests must be accompanied with documentation of current/ongoing need.

If you have questions or need physical assistance to complete the form, please contact ODA.

Student Name: _____

Date of Request: _____

EU ID #: _____

Date of Birth: _____

Residence Hall or Home address: _____

Cell Phone #: _____ **Eastern email:** _____

I. List all conditions for which you are requesting a Housing Accommodation.

Documented Disability	Name & Title of Professional who Diagnosed Disability	Date of Evaluation

II. What housing accommodations are you requesting? Please describe the reason you believe you need this accommodation due to a disability in order to live in Eastern University housing.

Confirmation of Receipt of Information: My signature below indicates that I have received a copy of and have had a chance to read and ask questions about Eastern University “Housing Accommodation Policy and Procedure.

Signature of student requesting accommodations

Date

Signature: I understand that the decision for a housing accommodation due to a disability is based on the documentation from my healthcare provider. I understand that I should make a copy of my documentation for my own records.

Signature of student requesting accommodations

Date

Confidentiality Statement: Disability records at Eastern University are considered covered by the Family Educational Rights & Privacy Act. Disability information will not be disclosed except as needed to University agents with a legitimate educational interest, and/or as otherwise required or permitted by law.



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Healthcare Provider Documentation Housing Accommodation

Students requesting housing accommodations should have a qualified healthcare provider (physician, psychologist, psychiatrist, etc.) complete this form. The provider is welcome to submit their own documentation on the provider's letterhead, although it must contain the information requested in this form.

The student named below is a current or entering student at Eastern University and is requesting housing accommodations on the basis of disability. Eastern University has a variety of housing options. Detailed documentation from a healthcare provider assists a student with their request for housing accommodations due to a disability. **Note: SINGLE ROOM accommodation requests must be updated annually. This type of room is in high demand and approved accommodations must be accompanied with documentation of current/ongoing need.**

Students requesting housing accommodations must have a qualified healthcare professional complete this form **or** provide the required information on their letterhead. The student should submit the following forms to the Office of Disability and Access by fax: 610-341-1705 or email - oda@eastern.edu:

1. Healthcare Provider Documentation (this form)
2. Request for Accommodations for Students with Disabilities: Housing Accommodations
3. Authorization for Release of Information

I (Student Name) _____

(Student's date of birth): _____ *am requesting housing accommodations at Eastern University that requires supporting documentation from a qualified healthcare provider.*

I authorize (name of healthcare provider): _____ to release the information requested on this form regarding my disability to Eastern's Office of Disability and Access (ODA).

Student Signature: _____ Date: _____

-----*This section is to be completed by the student's healthcare provider.*-----

Note: Short, general statements and/or documentation provided on a prescription pad are not acceptable.

Name of Healthcare Provider: _____

Specialty: _____

Phone: _____ Fax: _____

Address: _____

License/Certification number and State of License: _____

Name of **Eastern University student** requesting accommodations: _____

Is the above named student **currently** under your care? (circle): Yes No

Date of last contact with student: _____

How long has this student been in treatment with you? _____

1. Provide a clear statement of the disability, including the diagnosis, onset of condition, current symptoms, severity, and related functional impairments.

EU Student Name: _____

2. Describe the expected duration, stability, or progression of diagnosis (**Single room accommodation documentation must be updated annually**)

3. What circumstances would exacerbate the student’s disability-related impairments?

4. What specific housing accommodations are necessary to minimize or alleviate the limitations related to the student’s disability? (**Single room accommodation documentation must be updated annually**)

EU Student Name: _____

5. Please explain how the requested housing accommodation(s) would mitigate the functional limitations caused by the disability. Please be specific.

6. Any additional information that you feel would be helpful for Eastern University in evaluating the student's request:

I certify that the documentation and statements attached are true and accurate:

Healthcare Provider's Signature: _____

Date: _____

Please note: Brief notes (i.e., letters on prescription pads) or statements without sufficient supporting information may limit Eastern University's ability to evaluate this request. Forms that lack signature and/or information concerning appropriate provider credentials will not be accepted.

Additionally, documentation prepared by parents or relatives of the requesting student is not acceptable.



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Authorization for Release of Information

I authorize ODA to release the following information concerning me:

1. I receive disability accommodations from the Office of Disability and Access
2. The type of accommodation I am approved to receive in the residence hall

with the following people:

- A. Housing Manager
- B. Director of Residence Life
- C. Dean of Students

Purpose for which information will be used: **determining a housing accommodation that meets my documented need.**

I understand that I can withdraw or modify this authorization at any time by providing a written request to ODA or, if I am unable to sign a written request, by oral request before two responsible witnesses.

This authorization will expire at the end of this academic year or upon my graduation or exit from the University unless I specify another date here: _____

Student Name (please print)

Date

Student Signature

Date