



ALLEGHENY COLLEGE

Housing Accommodation Request Application

Allegheny College is a small, residential campus that requires its students to live in community as outlined by its housing policy. Nonetheless, the College recognizes that, in some cases, accommodations may be necessary and has procedures in place to consider exceptions to its housing policies.

Housing accommodations are viewed as part of an active treatment plan. The College requires supporting documentation from an appropriately licensed professional that outlines how a housing accommodation supports your medical needs. Please be aware that a diagnosis of a medical condition in and of itself does not automatically qualify you for a special housing assignment. The healthcare provider must be licensed and may not be a family friend or relative of the student.

Requests will be reviewed by the campus Accessibility Committee, which consists of the Director of Disability Services, Counseling Center, Residence Life, and Student Health Services.

Assignment to an air-conditioned room as an accommodation requires documentation of a substantial physical or medical impairment. **Allergies and asthma do not generally represent a need for an accommodation.** Students wanting an air-conditioned room that do not have a disability should go through the regular room draw process with Residence Life.

In order to make this determination, it is important that the medical documentation support the request and is completed before the deadlines outlined below.

New Students: If you believe you have such a need, you and your treating professional must submit it for review by **June 15th** to avoid being placed on a waiting list for special housing.

Returning Students: This form needs to be completed and returned by **February 15.**

Directions

Students requesting special consideration of their housing assignments at Allegheny College must submit this Application for Housing Accommodations and provide the required information from their appropriate medical provider.

Please use the attached supporting documentation form as a guideline of the information needed to properly address your Housing Accommodation Request.

The application and/or documentation form may be faxed to John Mangine, Director of Disability Services at (814) 332-2987. Any information you provide will be kept confidential and become part of your student record held in the Disability Services office.

PART I: TO BE COMPLETED BY STUDENT

Last Name: _____
First Name: _____
Home Phone: _____
Cell Phone: _____

Semester Requesting Housing Accommodation Begin

(academic year and semester, e.g. Fall '13)

___ Immediately (student currently living in housing)
___ Fall ' ___
___ Spring ' ___

Classification:

___ Incoming First Year
___ Incoming Transfer
___ Continuing Student

1.) I am requesting (check all that apply)

___ First Floor Accessible Room/Building
___ Air Conditioned room
___ Single room
___ No carpeting
___ Access to more private bathroom
___ Request to live off campus
___ Other _____

2.) Relevant Diagnosis _____

3.) Explain how the accommodations you are requesting will improve your current situation.

4.) Please list below the **health care professional(s) you are authorizing to provide us with information about you for consideration of this housing accommodation request.**

Name of Provider: _____
Telephone #: _____

Name of Provider: _____
Telephone #: _____

By my signature, I give my consent for the Director of Disability Services to contact my treating professional for additional information as needed.

Student Signature: _____ Date: _____

PART II: TO BE COMPLETED BY HEALTH CARE PROFESSIONAL

Your patient named below is a student at Allegheny College and is requesting a housing accommodation based on a disability. Allegheny College is a small, residential campus that requires its students to live in community as outlined by its housing policy.

The College requires supporting documentation from an appropriately licensed professional that outlines how the housing accommodation supports the medical and/or psychological need of a student. Please be aware that a diagnosis of a medical and/or psychological condition in and of itself does not automatically qualify a student for housing accommodations.

The information you provide will be kept confidential and become part of the student's records held in the Student Disability Services Office which is located in Pelletier Library. Please fax or return the completed form to the address provided on this page.

In addition to the requested information, you may attach any other information you believe is relevant to the student's housing accommodation request. Contact the student or the Director of Disability Services, John Mangine at (814) 332-2898 with questions or concerns. Thank you for your assistance.

The following points of information must be included in the documentation to assist Allegheny in determining eligibility for services and possible reasonable accommodations. Responses must be type-written on letterhead and signed/dated by an individual qualified to diagnose and treat the indicated condition(s). Incomplete information may delay consideration of the student's request for accommodations.

1. Student name
2. Student date of birth
3. Describe your relationship to the student and how long you have been treating the student.
4. Provide the background and history of the student's medical condition(s).
5. Indicate the current diagnosis/diagnoses (i.e. ICD or DSM code, etc.) and severity of the condition(s).
6. Indicate the current impact of the condition/diagnosis and demonstrated functional impact of the condition on the student.
7. Please indicate any current or past accommodations, auxiliary aids, and/or support services utilized to reduce the impact of the functional impact of the condition.
8. Indicate all recommended accommodations and the reason(s) these are medically necessary.
9. Please indicate the risk, scope, and severity of impact if the recommended accommodations are not provided.

The above information can be provided to Student Disability Services via:

- Secure fax to 814-332-2987
- Email to jmangine@allegheny.edu
- Send US mail

Allegheny College
Disability Services
Learning Commons Box#6
520 North Main Street
Meadville, PA 16335