

WESTMINSTER COLLEGE

HOUSING ACCOMMODATION REQUEST STUDENT FORM

Westminster College and Residence Life strives to ensure an equitable, inclusive, and safe living environment for all residential Westminster students. We hold that campus living is an important and invaluable social experience at Westminster. In order to ensure that all students can participate in the campus residence experience, as fully as possible, we provide reasonable housing accommodations to students with disabilities.

Required Documentation

Students requesting housing accommodations must complete this *Housing Accommodation Request: Student Form* and have completed a *Housing Accommodation Request: Physician Form* (or **information on professional letterhead that adheres to the documentation guidelines**) which will serve as documentation from an appropriately licensed professional (e.g. physician, psychiatrist, psychologist, counselor, etc.) concerning the presence of a diagnosed disability, and information on its medical and/or practical relevance to the requested accommodation (i.e. relative impact, severity of symptoms, degree of impairment, etc.) may be required to satisfy the review criteria.

Prescription notes or medical excuses are not sufficient documentation.

Review

The Housing Accommodation Review process is intended to ensure that any requested housing accommodation is 1) reasonable and practicable, 2) does not substantially alter the intended goals and provisions of Westminster's existing residence policy, and 3) serves to resolve, ameliorate, or address one or more significant barriers to accessing a safe, inclusive, and equitable residence housing environment, which are directly associated with a student's diagnosed disability.

Once BOTH forms are completed and returned to the Office of Disability Resources, they will be reviewed by the Director of Disability Resources who will make a formal recommendation to the Residence Life staff. The Residence Life staff will send a written response to the student indicating whether or not the accommodation will be granted and the details of the accommodation, if applicable.

Timeline and Due Dates

Forms submitted prior to due dates will be reviewed by the first week of February. Forms received later than this date will be reviewed in late April. At this time, the available housing options will be significantly decreased so students are highly encouraged to submit material by the stated due date.

On/Off Campus Accommodations

Please note that our priority is to make accommodations within our campus housing stock. We are able to provide a variety of environments that can meet the needs of many of our students with medical/psychological conditions.

Westminster College holds the value of a residential experience as vital to students' success. As such, every attempt will be made to accommodate students within on campus housing and off campus accommodations will only be explored when all other options have been exhausted.

Dietary Needs

If the basis of your request is dietary your request should be made through the Office of Disability Resources. While there may be housing implications, these accommodations are not housing accommodations.

Student should complete this portion of the form.

Name: _____ ID#: _____ Date: _____

Phone: _____ Email: _____

Academic Status (circle one):

Incoming First-Year Re-enroll Returning Transfer

Current academic year (circle one): 1st year 2nd year 3rd year 4th year 5th year

Current building and room assignment:

Current room assignment configuration (circle all that apply):

Double

Triple

Shared floor bathroom

Bathroom attached to room

N/A not currently living in college housing

1. Describe how your diagnosis, condition or disability affects you as a student:

Required for completion of this form

2. Describe how your current living assignment impacts your diagnosis, condition, or disability:
Required for completion of this form

3. Describe the steps have you taken up to this point to minimize the impact of your diagnosis, condition or disability:
Required for completion of this form

Return to:

Office of Disability Resources, Westminster College, 319 S. Market Street, New Wilmington, PA 16172
Thompson Clark Hall 412, craigfa@westminster.edu or Fax #: 724 946-6140