



Cushing Center for Counseling and Academic Support
210 Walton Hall (610) 341-5837(P) (610)-225-5036 (Fax) ccast@eastern.edu

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 Disability Accommodations Staff of the Cushing Center for Counseling and Academic Support (CCAS). The CCAS staff are trained in the policies of the ADA, FHA and DOJ. Students may appeal decisions made by CCAS by following the Grievance Procedure on Page 4 of this policy.

Special Considerations:

Personal Care Service

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

Asthma and Allergies

Typically, a diagnosis of asthma and/or allergies is not cause for disability accommodations when the student is able to manage the air quality of their environment. The residence halls on Eastern's campus either have forced air (Kea, Gough, Hainer East, Gallup, Sparrowk, and Eagle Residence Halls) or window unit air conditioners and heat (Hainer North/South). Guffin Residence Hall is the only residence hall with no air conditioning system. No additional window units are permitted in Guffin Residence Hall due to electric capacity. Students are permitted to bring and manage their own air purifiers.

Single Room Accommodation note

In general, diagnoses such as ADD/ADHD or Learning Disability do not necessitate single-room accommodations. A single room cannot guarantee a quiet environment to study, which is instead available at the Library and other designated quiet-study areas on campus.

Emotional Support Animals (ESAs) Request

Please contact CCAS for the policy and procedure to request an ESA. A meeting with the Disability Accommodations Counselor is the first step in the process to request an ESA. Note that complete ESA request forms and documentation must be received 30 days prior to the beginning of a semester to allow time for review of the request and the steps involved in making the special housing arrangements, if the request is approved.

Service Animal Notification

Please contact CCAS to notify the campus of a Service Animal. Service Animals are welcome on campus and in the residence halls. As not every resident student is comfortable with or able to live with an animal, CCAS has a procedure to enable us to make an appropriate placement for the student and their animal.

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

Please contact CCAS for the policy and procedure to request a meal/board plan accommodation

Procedure for Requesting Housing Accommodations or Modifications:

1. To request Housing Accommodations
 - a. Contact CCAS for the Housing Accommodation Policy, Procedure and Request forms by calling 610-341-5837 or emailing ccas@eastern.edu
and/or
 - b. Students will be provided an opportunity to indicate a need for a Housing Accommodation due to a disability on the Housing Application and Commuter Request form located in the Housing Portal: www.eastern.edu/student-life/residence-life/housing/housing-process. This notification will alert the Housing Office that the student has indicated a need for housing accommodations or modifications due to a disability.

- i. The Housing Office will not ask the nature of the student's disability.
 - ii. The Housing office will send the student's name and Eastern email address to the Disability Accommodations Counselor (DAC) of CCAS. The DAC will then email the student the Housing Accommodation Policy, Procedure and Request forms
2. The Housing Accommodation Policy, Procedure and Request forms include
 - a. ***Housing Accommodation Student Request Form*** (to be completed by the student)
 - b. ***Health Care Provider Documentation for Housing Accommodations*** form. To be completed by a qualified healthcare provider (physician, psychologist, psychiatrist, etc.)
 - c. ***Authorization to Release Information*** form to allow the DAC to communicate any approved Housing Accommodations due to a disability to the Student Development staff in charge of Housing.
3. The student should submit the completed Request form, Healthcare Provider form and Authorization to Release information form to CCAS by
 - a. Fax: 610-225-5036
 - b. Scan/E-mail: ccas@eastern.edu
 - c. Mail: CCAS/1300 Eagle Road/St. Davids, PA 19087
4. Schedule an intake appointment with the Disability Accommodations Counselor to discuss housing accommodations. Appointments can be scheduled by calling CCAS, 610-341-5837 or ccas@eastern.edu
 - a. In cases where an in-person meeting is difficult (e.g., student at a distant campus) or not essential (straightforward request that can be handled by phone/Zoom), the requirement for the meeting may be waived.
5. After the written request and documentation have been received and evaluated, a decision will be made within a reasonable period of time. 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 14 working days will be needed to evaluate requests. 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).
6. After the determination of eligibility, reasonable accommodations for the disability will be determined. In making the determination, CCAS staff will consult the documentation, the student, and relevant university officials (e.g., Housing Office, Health Center.).
7. CCAS will provide written notification of the accommodations to the Housing Office of Student Development. The Housing Office will place the student in the accommodated housing and make any billing adjustments that are necessary. (If an accommodation cannot be provided based on availability of resources, the students will be notified as soon as possible)
8. Housing accommodations will be approved for the length of time supported by the documentation. Students that have been approved for housing accommodations for consecutive semesters/school years, will be contacted by the Housing Office of Student Development prior to housing selection for the next school year to select housing that meets approved accommodation.
 - a. If students who were approved for housing accommodations on a short term basis need to continue those accommodations, updated documentation will be required. Students should contact the DAC of CCAS (ccas@eastern.edu) for request form and policy
9. implementation of their housing accommodations or if any changes or modifications need to be made.

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 1st

- 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*

Updating Housing Accommodations for Returning Students

Housing accommodations will be approved for the length of time supported by the documentation. Returning students that have been approved for housing accommodations for consecutive semesters/school years, will be contacted by the Housing Office of Student Development prior to housing selection for the next school year to select housing that meets their approved accommodation.

If students who were approved for housing accommodations on a short term basis need to continue those accommodations, updated documentation will be required. Students should contact the Disability Accommodations Counselor of CCAS (ccas@eastern.edu) for request form and policy

Any questions should be directed to the Disability Accommodations Counselor who can be reached through the main CCAS office, Walton Hall Room 210, ccas@eastern.edu, or 610-341-5837

Grievance Procedure

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



**Cushing Center for Counseling and Academic Support
210 Walton Hall (610) 341 – 5837(w) (610)-225-5036 (Fax)**

REQUEST FOR ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Housing Accommodations

Requests for Housing Accommodations should be submitted to the Disability Accommodations Counselor at CCAS (or to the Director if the Counselor is absent for an extended period). Students should consult the document “Housing Accommodation Policy and Procedure” available at CCAS for information on policies and procedures.

**Important notes: 1) Students requesting housing accommodations must follow all standard University policies and procedures for obtaining housing, including application and payment timelines. Please ensure that you have completed the regular Housing Selection Process. 2) Submitting this form and supporting documentation is the first step in the accommodation request process. It does not guarantee that accommodations will be approved.*

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

Student Name: _____

Date of Request: _____

EU ID #: _____

Date of Birth: _____

Residence Hall or Home address (if not a residential student):

Local phone numbers: Cell Phone #: _____ **Alt. Phone #:** _____

Eastern email: _____

Submit:

- 1. Housing Accommodations Health Care Provider Documentation (or a letter from Healthcare provider containing the information requested in this form)**
- 2. Request for Accommodations for Students with Disabilities: Housing Accommodations (this form)**

***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 listed in the “Authorization for Releases of Information” form.*

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

| Documented Disability(ies) | Name & Title of Professional who Diagnosed Disability | Date of Evaluation |
|----------------------------|---|--------------------|
| | | |
| | | |
| | | |
| | | |

I. 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 University Housing.

II. **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 these policies:

- 1) Eastern University “Accommodations for Students with Disabilities” policy
- 2) Eastern University “Housing Accommodation” policy

Signature of student requesting accommodations

Date

III. **Signature:** I understand that the decision for a housing accommodation due to a disability is based on the documentation from my Health Care Provider that I am submitting on the “Housing Accommodation Healthcare Provider Documentation” form. I understand that I should make a copy of my documentation for my own records.

Signature of student requesting accommodations

Date



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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 provide their own documentation on their letterhead, although it must contain the information requested in this form. The student should collect this form and submit it with the ***Request for Accommodations for Students with Disabilities: Housing Accommodations*** form to CCAS. Forms can be submitted by mail, fax, email or hand-delivered to:

Cushing Center for Counseling and Academic Support
210 Walton Hall
Eastern University
1300 Eagle Road
St. Davids, PA 19087

Fax: 610-225-5036
Phone: 610-341-5837
Email: ccas@eastern.edu

Student Authorization to Release Information:

I 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 Cushing Center for Counseling and Academic Support (CCAS).

Student Name _____ Date of Birth: _____

Student Signature: _____ Date: _____

The above named person 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. New students (first-year and transfer) are placed by the Housing Office staff. Returning students are placed through a lottery selection process. Detailed documentation from a qualified professional may assist a student with a documented disability in obtaining a type of housing that would not be possible through the regular housing procedure.

-----*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: _____

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

2. Please describe the expected duration, stability, or progression of diagnosis.

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?

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:

Professional's Signature: _____

Date: _____

Please note: Brief notes (i.e., letters on prescription pads) or statements without sufficient supporting information may limit Eastern'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 CCAS to release the following information concerning me:

| | | |
|------------|-----------|--|
| <u>Yes</u> | <u>No</u> | |
| <u>X</u> | ___ | I receive disability accommodations from the Cushing Center for Counseling and Academic Support. |
| <u>X</u> | ___ | the type of accommodation I am approved to receive in the residence hall. |

with the following people:

- 1) Housing Coordinator
- 2) Dean of Students
- 3) Vice Provost for Student Development

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 CCAS 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 school year or upon my graduation or exit from the University unless I specify another date here: _____

 Student Name (please print) _____
 Date

 Student Signature _____
 Date

 Witness Signature _____
 Date