

PROCESS INFORMATION

Penn State provides a climate of equal opportunity to all of its programs, activities, and services, and is in full compliance with the Americans with Disabilities Act (ADA) as amended in 2008 and Section 504 of the Rehabilitation Act of 1973. University housing provides accessible housing for a student with disability as defined by these laws. The student must provide documentation from a licensed, qualified professional that substantiates that the student has a physical or mental impairment that substantially limits a major life activity and that the requested accommodation is necessary to afford the student equal access. A student who requires a Service Animal or an Emotional Support Animal should complete the appropriate request form that is available at www.hfs.psu.edu/medical-accommodations.

The **Request for Reasonable Accommodation** form will be reviewed by a healthcare professional at University Health Services (UHS), Counseling and Psychological Services (CAPS), and/or Student Disability Resources (SDR), who will make the determination as to the validity of the request. **The student will be informed of the final determination by email within 1-2 weeks after the initial submission of paperwork.**

- **The student must have an accepted Housing and Food Service (HFS) Contract before submitting a Request for Reasonable Accommodation form.** The request will not be processed if the student does not have a HFS Contract.

- A Request for Reasonable Accommodation **may be submitted at any time**, but for HFS Contract preferences (housing area, roommate) to be considered for assignment, the following deadlines apply:
Summer Session: June 1 Fall Semester: June 15 Spring Semester: December 1

The reasonable accommodation will supersede any preferences indicated on the HFS Contract. If the Request for Reasonable Accommodation is received *after* room assignments are posted, the University reserves the right to reassign the student to a space that will meet the accommodation required due to a disability. Reassignments will only accommodate the student requiring the medical need, and not any requested roommate(s).

- **The reasonable accommodation immediately takes effect once the determination is made, based on space available.** Paperwork cannot be submitted for future semesters without addressing the current assignment, and a request to hold a reassignment will not be honored.

- **Room Assignment Changes**

Once a student has been assigned to a room that meets the student's accommodation, the student may be limited in being assigned to another room. Should the student wish to move to another room where the medical need cannot be met, the student must verify, in writing to the University, that he/she is requesting to move to the specific room, that he/she understands that the accommodation cannot be met in the selected room, and that if the accommodation would be required for future semesters, the Request for Reasonable Accommodation will need to be resubmitted and reevaluated.

- **Accommodations for Air Conditioning at University Park**

Air conditioned rooms have been established throughout the different housing areas on campus.

- A first-year student who has a medical condition that requires air conditioning will be assigned to pre-determined regular and supplemental housing rooms that offers air conditioning. Assignments are processed in the date order from when the offer of admission was accepted. Air conditioners will not be removed from the room at any time.
- Air conditioned space in traditional residence halls for upper-class students is limited. Upper-class students are encouraged to participate in the request process for the other housing areas that offer air conditioning: Renovated Residence Halls, Eastview Terrace, Nittany Apartments, White Course Apartments, Nittany Suites, and North Suites.

STUDENT INFORMATION – completed by student

Student Name _____ PSU ID: _____
Date of Birth _____ Gender: male female
Penn State Access Account _____ **Campus:** _____
Home Address _____ Local Address _____
Home Phone Number _____ Local Phone Number _____

I authorize Penn State University to **receive** information **from** the provider below. I also authorize my provider to discuss my condition(s) with the appropriate and qualified Penn State University personnel on an as-needed basis.

Provider Name _____
Address _____
City _____ State _____ Zip _____
Phone Number _____

Student Signature _____ **Date** _____

REQUIRED

I have read the Instruction page of this document, and understand that the determination will be effective immediately. If I am submitting my request **after** the deadline date, I understand that the following may occur:

1. My roommate preferences may not be considered.
2. If room assignments have been posted on eLiving, I will be moved to a room that will meet my medical need without my prospective or current roommate.
3. If I am interested in a room change during the contracted period, I will be limited to rooms that can accommodate my medical need.
4. I understand that once a determination is made, my room assignment will be updated immediately, and that the determination cannot be held for future semesters.

Student Signature _____ **Date** _____

OPTIONAL

I authorize Penn State University to **discuss** my medical information, reasonable accommodation request for housing, and room assignment with the following person(s) on my behalf.

Name _____ Relationship to student _____
Address _____ Phone Number _____
City _____ State _____ Zip _____

Student Signature _____ **Date** _____

HEALTHCARE PROVIDER INFORMATION – completed by healthcare provider

I am verifying that the named student information is correct, that the student is a patient that I have been treating, and that **I am not a relative of the student.**

Provider Name _____ **License Number** _____

Provider Degree _____ State _____

Address _____

City _____ State _____ Zip _____

Provider Signature _____ Date _____

Please explain your qualifications to provide a recommendation for a housing accommodation for this student:

COMPLETED FORM SUBMISSION

The completed Request for Reasonable Accommodation in University Housing should be submitted to the appropriate office, based on the student’s campus of attendance:

<p>University Park The Assignment Office 201 Johnston Commons University Park, PA 16802</p> <p>814-865-7501 814-863-8364 fax assignmentoffice@psu.edu</p>	<p>Commonwealth Campuses Commonwealth Campus Housing and Food Services 209 Housing and Food Services Building University Park, PA 16802</p> <p>814-865-7862 814-863-5928 fax feedbackCWChfs@psu.edu</p>
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