Housing Accommodations Procedure

Student Support Services
123 South Hall
181 Main St.
Presque Isle, ME 04769
(207) 768-9613
Fax: (207) 768-9617

Residence Life Office
Emerson Hall Annex
181 Main St.
Presque Isle, ME 04769
(207) 768-9560

A student who believes he or she has a documented disability that may require a single room in the residence halls must follow the procedure below.

A. The student must submit a housing contract to the Residential Life Office indicating that there will be an application for accommodations through the Student Support Services Office.

B. The student must submit a letter requesting accommodations for the residence halls along supporting documentation, as outlined below, to Student Support Services. The deadline for submitting these materials for fall occupancy is August 1, the deadline for spring occupancy is January 1. Students are required to follow this process each academic year. However, the need for documentation in addition to that first presented is determined on a case by case basis.

C. The Housing Accommodation Committee comprised of Student Health Services, Residence Life, and Student Support Services will review the completed documentation and determine if the student is eligible for a single as an accommodation. The committee may request additional information if necessary.

D. The Housing Accommodation Committee will provide information of its decision to the student and the Residence Life Office. A review of a previously approved housing accommodation is required each academic year and updated documentation may be required.

NOTE: Submitting a request does not guarantee an accommodation. Accommodations are approved based on careful review of the documentation provided.

E. Appeal Process – When a request for a housing accommodation is denied, the student may appeal this decision following the Academic Accommodation Appeal Policy and Procedure. Copies are available upon request at the Student Support Services Office.
Documentation Guidelines

All requests for housing accommodations require clear documentation of a disabling condition and associated limitations in function or performance specifically related to housing to substantiate the need for the accommodation. Substantiated need is constituted by a severe and chronic disabling condition well documented by the appropriate, qualified professional. The disabling condition must significantly restrict the student’s access to the residential educational environment and/or residential activities unless reasonable accommodations are provided. Approval of requests is determined on a case by case basis.

These guidelines should be shared with the appropriate qualified professional/specialist to ensure that the materials the student presents meet UMPI standards for document eligibility. Only information that meets the guidelines will be considered by the Housing Accommodation Committee. Students will receive notification when additional information is required.

When determining the need for a housing accommodation the question at issue is “will the student be denied equal opportunity to housing if the accommodation is not granted?” The question is not “will the accommodation be beneficial to the student or will the student do better?”

The following material must be included in all requests for housing accommodations.

1. Student’s written request for a housing accommodation.

2. A letter from the student’s personal care physician or specialist on office letterhead providing the following:
   a. Presenting diagnosis utilizing diagnostic categorization or classification from the DSM-IV or ICD-9. The diagnosis should indicate primary, secondary, etc. conditions and significant findings specifically relevant to the presenting problems.
   b. Date the examination/assessment/evaluation was performed for the presenting diagnosis; or, if following the student for an extended time, date of onset of condition and most recent date that demonstrates current functioning level.
   c. Identify current limitations in function or performance in activities such as mobility, self-care, and housing conditions/arrangements. Is the condition temporary or permanent? How is the requested accommodation necessary to the student’s capacity to function in standard residential housing?
   d. Is/was medication prescribed? If so, does the condition continue to affect the student’s functioning in the same way?
   e. Professional’s signature and credential information

3. Student’s full name and address.

Direct all questions regarding this process to the Student Support Services Office

Requesting campus housing accommodations.doc 04/22/10