# HOUSING ACCOMMODATIONS

# Policy

Housing accommodations are individually determined and based on the functional limitation(s) that are identified by the student and confirmed by a physician or other qualified professional. It is at the discretion of Worcester State University and the Housing Accommodations Committee to determine accommodations as reasonable, in accordance with the Americans with Disabilities Act of 1990, as amended and Section 504 of the Rehabilitation Act.

# Procedure

Any student requesting a housing accommodation is required to complete an Application for Housing – Student Request Form. In addition, a second form, a Qualified Provider Disability Verification Form completed by a physician or qualified professional is required and must include diagnosis and support for the requested accommodation(s). Both forms shall be returned to Student Accessibility Services by February 1st for returning students and May 31st for First Year, Transfer and students returning from a leave of absence for consideration of requests for the following academic year. No determination of accommodation will be made until both of these forms have been completed in full and are received by Student Accessibility Services. Housing accommodation requests are reviewed on an annual basis; accommodations are not routinely carried from one academic year to the next.

The Housing Accommodations Committee comprised of representatives from Residence Life, Health Services and Counseling Services reviews and issues decisions on every request. The Committee is chaired by Assistant Director of Student Accessibility Services, whose role is technical advisor and facilitator; the Chair does not vote.

The Committee meets to review each request received. If additional information is required, a member of the Committee will follow-up with the student or qualified practitioner. The full Committee, without the Chair, votes on each request and a decision is rendered.

The student is informed of decisions by Student Accessibility Services within 5 working days of the Committee meeting.

## Housing Accommodation Appeal:

Appeals must be received in writing by Julie Kazarian, Vice President of Student Affairs at [jkazarian@worcester.edu](mailto:jkazarian@worcester.edu) within seven (7) business days of communication of the decision. The Vice President of Student Affairs will review the written appeal and all relevant information.

The Vice President of Student Affairs will notify the student in writing of the University’s final decision. The appeals process will be completed within thirty (30) business days from the time the appeal is referred to the Vice President of Student Affairs.

The decision of the Vice President of Student Affairs Officer is final.

(Last updated 6/30/2022)