



## **Guidelines for Documentation for Disability Related Housing Needs**

These guidelines have been prepared to clarify the type of documentation needed when a student requests housing accommodation based on a physical or medical disability: Documentation should be current (within three years), on letterhead, and must include the license number and original signature of the medical professional. The diagnostician should be an impartial individual.

The office of the Disability Services Coordinator is ultimately responsible for determining accommodations based on impact of the disability as supported by the documentation. Priority housing requests are considered on a case-by-case basis according to need with documentation of the disability and strong medical support. Following a thorough review, recommendations will be made as appropriate by the Disability Services Coordinator to the Director of Residence Life. *Initiating this process does not guarantee the requested accommodations will be approved.*

The intent of these guidelines is to provide:

- Standard criteria for verifying physical disability or chronic health condition
- Clarity for diagnosticians providing physical disability or systemic illness assessment services to Grove City College students
- A foundation that legitimizes a student's request for appropriate accommodations

## **Documentation Supporting Housing Accommodation Requests**

Documentation provided to the Disability Services Coordinator must be comprehensive and include:

- Evaluation by a licensed physician, neurologist, psychiatrist, or other medical specialist qualified to diagnose physical disabilities and/or chronic health conditions.
- A specific diagnosis. The clinician is encouraged to cite the specific objective measures used to help substantiate diagnoses. The evaluator should use definitive language in the diagnosis of a physical disability, avoiding speculative terms such as "suggest" or "has problems with".
- Relevant information regarding medications, current treatment, patient's response, and prognosis related to the disability.
- Current impact of the disability as it relates to the housing request. In the opinion of the medical professional doing the evaluation, is this accommodation necessary for the student to have "equal access" to college?
- Recommendations for effective accommodations.

## **Timeline for Documentation**

Current Gove City College students who intend to request a housing accommodation for the first time must provide and submit documentation by the end of February. New students requesting a housing accommodation must provide and submit documentation by the end of June for the fall semester and December 15 for the spring semester.

## Physical Disability or Mobility Impairment

Accessible room requests will be considered when accompanied by appropriate medical documentation.

A physical disability or mobility impairment must currently substantially limit some major life activity, including learning, to support eligibility under the Americans with Disabilities Act of 1990.

The diagnosis must support the importance of the special housing request not just convenience.

## Single Room Requests

Single room requests will be considered when accompanied by appropriate medical documentation.

In general, the following diagnoses **may** lend themselves to single room housing accommodations:

- Disorders involving muscular degeneration
- Immunodeficiency disorders (or need for chronic medication which significantly impacts immune function)
- Sleep disorder (generally a full sleep assessment including sleep disorder lab study will be required)

The diagnosis must support the importance of the special housing request not just convenience.

## Air Conditioning

Current Gove City College students must provide and submit medical documentation from a pulmonologist or allergist supporting the student's need for an air conditioner by the end of February. New students requesting an air conditioner must provide and submit documentation by the end of June, prior to the fall semester.

There are only certain residence halls on campus that can accommodate an air conditioner. Therefore, when an accommodation is granted for an air conditioner, the student will be assigned to a room where one can be installed. Unless housed in a first-year hall or in Colonial Hall, students will remain in their same room throughout the duration of their enrollment.

The student is responsible for the cost of the air conditioner, but there is no charge for installation.

The air conditioning unit may remain on campus over breaks if the student is enrolled for the subsequent semester. However, air conditioning units left on campus at the end of an academic semester, in which the student is not registered for the subsequent semester, are considered abandoned and will become the property of Grove City College.

Students and parents will be asked to sign the Request for Medically Approved Air Conditioner form acknowledging the air conditioner policy and agreeing to abide by it in full.

The diagnosis must support the importance of the special housing request not just convenience.

All documentation is confidential and should be submitted to:

Disability Services Coordinator  
Grove City College  
Academic Resource Center, Crawford Hall  
100 Campus Drive  
Grove City, PA 16127  
[DisabilityServices@gcc.edu](mailto:DisabilityServices@gcc.edu)  
Phone: 724-264-4673 FAX: 724-264-4669