Need for Special Housing Process  
2015 – 2016

Pacific Lutheran University encourages students to plan for housing that will help them achieve their academic goals and learn the responsibilities of living in a community. While many students perceive a benefit from having a single room and/or have minimal experience sharing a room, PLU has limitations on housing space that impact the number of single rooms available at any given time. Because some students have unique medical or psychological needs that may affect on-campus living options, a process is in place to assist them with requesting special housing arrangements.

**PROCESS**

1. Students who wish to apply for Need-Based Special Housing must submit the following information:
   - Appropriate documentation of the need as outlined in the PLU Policy Regarding Documentation of Need for Special Housing (attached)
   - Need for Special Housing Process Consent Form (attached)
   - A personal statement from the student indicating preferred housing options

2. A board comprised of representatives from the Health Center, Counseling Center, Disabilities Support Services, and Residential Life will review the submitted application.

3. Students will be notified of board decisions by email (see dates below). Students seeking a single room accommodation who are not approved by the board will be given the opportunity to be placed on the single room waitlist in order of their priority points (for continuing students) or the date the application was received (for new students).

4. Decisions of the board are final. Students seeking clarification of a decision are to meet with the Office of Residential Life’s Need for Special Housing Process board representative. If, after this meeting, the student would like to appeal the board’s decision, s/he can do so to the Associate Dean for Campus Life. Appeal directions will be available from the Residential Life representative. Grounds for an appeal are limited to the following reasons:
   - The student feels that a member(s) of the board was biased towards the student or the student’s situation.
   - The student feels the board did not follow the process outlined in this document when making their decision.

5. Students must reapply for Need-Based Special Housing each year. Documentation must include changes and updates in the condition, or a letter from the certified health provider that no changes have occurred.

6. Students assigned to a single room through the Need-Based Special Housing process will be charged the double room occupancy rate for that academic year. If assigned to South Hall the apartment type rate applies.

7. In order to be considered for Need-Based Special Housing an application must be complete. Missing or incomplete materials will prevent the board from making a decision. The board may request additional information in order to make their decision. Simply submitting the materials for consideration does not guarantee a student will be awarded Need-Based Special Housing. Awards will be based on need and availability.

**APPLICATION DUE DATES**

**Continuing Students:**
- April 1st for initial consideration for academic year housing.
- December 1st for initial consideration for Spring semester housing.
- Requests received after the initial consideration deadlines will be considered on a space available basis.

**Freshmen and Transfers:**
- June 1st for initial consideration for academic year housing.
- December 1st for initial consideration for Spring semester housing.
- Requests received after the initial consideration deadlines will be considered on a space available basis.

**NOTIFICATION DATES**

**Continuing Students:**
- April 20th for applications received by the April 1st deadline for academic year housing
- December 18th for applications received by the December 1st deadline for Spring semester housing.
- Applications received after the initial consideration deadline will be notified on a rolling basis.

**Freshmen and Transfers:**
- June 22nd for applications received by the June 1st deadline for academic year housing
- December 18th for applications received by the December 1st deadline for Spring semester housing.
- Applications received after the initial consideration deadline will be notified on a rolling basis.

Revised March 2015
Need for Special Housing Consent Form

2015 – 2016

☐ Academic Year  ☐ Fall Only  ☐ J-Term/Spring Only

Please print clearly, using blue or black ink:

I, _________________________________________, do hereby authorize the following individuals to share relevant material and communicate regarding my Need-Based Special Housing Request.

PLU Director of Health Center
(or designee)

PLU Director of Counseling Center
(or designee)

PLU Director Disability Support Services
(or designee)

PLU Residential Operations Coordinator
(or designee)

Purpose of and need for disclosure: Need-Based Special Housing Request.

My consent shall expire in 90 days (or ________________, if less than 90 days). This authorization may be revoked by me in writing at any time except to the extent that action has been taken already in response to this Consent for Disclosure of Information or Records.

I am aware that information from my record is confidential and protected by Federal and State Law. Federal and State Regulations (42 CFR Part 2 and R.C.W. 71.05, 70.02) prohibit you from making any further redisclosure of these records without my specific written consent, or as otherwise permitted by such regulations.

_________________________  _________________________  ____________________
Client Signature  Printed Name  Date

_________________________  _________________________  ____________________
Witness Signature  Printed Name  Date

Submit To:
Disability Support Services
Anderson University Center 300
Pacific Lutheran University
Tacoma, WA  98447

Revised March 2015
Pacific Lutheran University Policy Regarding Documentation of Need for Special Housing

Pacific Lutheran University recognizes that residence hall living is integral to a college experience and one of the privileges and benefits afforded to all students. Students requesting special housing on campus at Pacific Lutheran University are required to submit documentation of need to verify eligibility. Documentation of need for special housing consists of a typed report or medical documentation which addresses the specific housing needs of the student. This report or medical documentation is considered by PLU to be a Medical Treatment Record and will be maintained as such by PLU in a manner that complies with state and federal law. The cost and responsibility for providing this documentation shall be borne by the student.

The following guidelines are provided in the interest of assuring the report is appropriate for documenting eligibility. Requests which are not supported by proper documentation will not be approved.

The report should:

1. be prepared by a licensed professional (e.g., nurse practitioner, physician, psychiatrist, psychologist, ophthalmologist, etc.). The report should be on professional letterhead, signed, dated, and include the licensed professional’s title, address, and phone number.

2. be current. The documentation should be recent, preferably within the last 3-6 months, depending on the nature of the condition.

3. present clear and specific evidence which identifies the individual’s needs, present level of functioning, and how the student’s health, academic performance, and/or activities of daily living may be impacted if the request is not met. Specific needs related to single rooms, bathroom facilities or location within a building should also be addressed in this letter.

The office of Residential Life, the Health Center, the Counseling Center and Disability Support Services will work together to reasonably accommodate students with special housing needs in the residence hall setting. Each request will be carefully considered on a case-by-case basis using provided documentation as a primary source in decision-making.

Submit To:
Disability Support Services
Anderson University Center 300
Pacific Lutheran University
Tacoma, WA 98447