



Need for Special Housing Process 2018 – 2019

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 or apartment, PLU has limitations on housing space that impact the number of single living options available at any given time. Because some students have unique medical or psychological needs that may impact on-campus living options, a process is in place to assist them with requesting special need-based housing arrangements.

PROCESS

- 1) Students who wish to apply for a need-based housing accommodation must submit the following information:
 - Appropriate documentation of the need as outlined in the *Need for Special Housing Medical Documentation Guidelines* (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 Vice-President for Campus Life. Appeal directions will be available from the Residential Life representative. Grounds for an appeal are limited to the following reasons:
 - a. The student feels that a member(s) of the board was biased towards the student or the student's situation.
 - b. The student feels the board did not follow the process outlined in this document when making their decision.
- 5) **Students must reapply for a need-based housing accommodation 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 for 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 a need-based housing accommodation the 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 a need-based housing accommodation. Awards will be based on need and availability.

APPLICATION DUE DATES

Continuing Students:

- April 2nd 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 10th for applications received by the April 2nd deadline for academic year housing
- December 16th 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 24th for applications received by the June 1st deadline for academic year housing
- December 16th 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.



Office of Residential Life

Anderson University Center 161

(253) 535-7200

rlif@plu.edu

www.plu.edu/residential-life

Need for Special Housing Consent Form

2018 – 2019

Academic Year

Fall Only

J-Term/Spring Only

Please print clearly, using blue or black ink:

I, _____, do hereby authorize the following individuals, or appropriate designees, to share relevant material and communicate regarding my Need for Special Housing Application.

PLU Director of Health & Counseling Center
(or designee)

PLU Dean of Students
(or designee)

PLU Assistant Director of Residential Operations
(or designee)

Purpose of and need for disclosure: Need for Special Housing Application.

My consent shall expire at the end of the academic year in question. 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 re-disclosure of these records without my specific written consent, or as otherwise permitted by such regulations.

Student Signature

Printed Name

Date

Witness Signature

Printed Name

Date

Submit To:
Office of Residential Life
Anderson University Center 161
Pacific Lutheran University
Tacoma, WA 98447



Need for Special Housing Medical Documentation Guidelines 2018 – 2019

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 PLU are required to submit documentation of need to verify eligibility. **Documentation of need for special housing consists of a typed medical documentation which addresses the specific housing needs of the student.** This medical documentation is considered by PLU to be an Educational Record and will be maintained as such by PLU in a manner that complies with state and federal law. Submitted documentation is not transferable and expires once the student is no longer enrolled at PLU. The cost and responsibility for providing this documentation shall be borne by the student.

Requests which are not supported by proper documentation will not be approved.

The medical documentation must:

1. be prepared by a *licensed professional* (e.g., nurse practitioner, physician, psychiatrist, psychologist, ophthalmologist, etc.). The documentation should be on professional letterhead, signed, dated, and include the licensed professional's title, address, and phone number. It must provide a diagnosis, and a range of dates for which care was provided relating to this diagnosis.
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
 - a. the student's needs;
 - b. their present level of functioning; and
 - c. how the student's health, academic performance, and/or activities of daily living may be impacted if the request is not met.

The relationship between the student's needs and the requested action must be identified. Specific needs related to single rooms, bathroom facilities or location within a building should be specifically addressed in this documentation.

The office of Residential Life, the Health Center, the Counseling Center, and Disability Support Services will work together to reasonably address the needs of 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.

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Tacoma, WA 98447