

SOUTHEASTERN COMMUNITY COLLEGE

HOUSING ACCOMMODATIONS POLICY AND PROCEDURE

Overview

Southeastern Community College (SCC) is committed to achieving maximal access and equal opportunity for all qualified students, including those with disabilities. This policy states the college commitment is to not discriminate against any student, employee, or applicant for admission or employment based on disability status. These guidelines are provided so that SCC can respond appropriately to the individual needs of the student.

The learning environment and residential living are essential to SCC's student experience. It should be noted that living within the community and learning to share space and be considerate of others is a vital part of that learning experience.

The Law

The Americans with Disability Act (as amended in 2008), Section 504 of the Rehabilitation Act, and the Fair Housing Act explicitly prohibit discrimination in matters of housing. As such, educational housing programs are subject to federal regulations and are obligated to ensure equal access to housing programs for qualified students with disabilities.

Policy

At SCC, the Accessibility Office is responsible for reviewing all requests for accommodations. An accommodation in campus-owned housing may be approved on a case-by-case basis for students who demonstrate a significant need for these accommodations because of the severe impact of a diagnosed disability. As with all accommodations, housing accommodations are very individualized in nature and must be directly related to the impact of the student's diagnosed disability.

SCC reserves the right to determine eligibility for services based on the nature of the diagnosed disability, the seriousness of the impact of the diagnosed disability, and the reasonableness, feasibility and availability of the requested accommodation.

Students requesting housing accommodations must submit a completed Application for Accommodations in SCC Housing form, supporting medical/psychological documentation, and must complete the approval process to become registered with the Accessibility Office. The Student Intake form, Accessibility Office Release of Information, documentation guidelines, and Housing Accommodations Application can be picked up in the Accessibility Office. Students should share this information with their treating medical or psychological professional. All medical documentation received will be confidentially reviewed by the Accessibility Coordinator.

Students must also be eligible for college housing; this means enrollment in a housing eligible program, school approval, and status as a full-time student. Students must follow general housing procedures, should be aware of published procedures and deadlines for general housing requests, and should consult with the Residence Life Coordinator for more information.

The Residence Life Department will make reasonable efforts to accommodate a student's preference regarding location and housing style as requested on the housing application; however, SCC's first priority is to accommodate disability related housing needs and then to meet housing style preferences.

If reasonable accommodations cannot be immediately satisfied due to capacity/facility design/availability/etc. the Residence Life Department will prioritize this request before handling others. Some requests for housing accommodations may require renewal on a yearly basis depending on the nature of the diagnosed disability.

Roommates will be assigned to students approved for housing accommodations in the same manner as other residential students. Rental rates for students with approved housing accommodations shall be set at the same rate as other students except in situations as may be determined by SCC.

Housing accommodation requests will be accepted and deemed "ready for review" once all appropriate forms and supporting documentation is received by the Accessibility Coordinator; however, housing accommodation requests DO NOT take priority over standard classroom/educational accommodation requests. ALL accommodation requests will be considered for approval in the order in which they are deemed "ready for review". Because the review of accommodation requests can be a time-consuming process; the Accessibility Services Office cannot guarantee that housing accommodations will be approved in time to meet general housing deadlines. Therefore, students requesting housing accommodations are encouraged to submit their request/supporting documentation to the Accessibility Office as early as possible.

Examples of Housing Accommodations

Wheelchair accessible unit

Wheelchair accessible toilet/sink

First floor room

Private room

Roll-in-shower

Service Animal

Assistance Animal

Evaluation Criteria

The Accessibility Office and the Residence Life Department evaluate requests for housing accommodations very carefully and will consider the following questions in our review process.

Necessity of Request

- A. Is the requested accommodation needed because of a diagnosed disability or is it a preference?
- B. What, if any, permanent negative health impact may be experienced by the student if the request cannot be provided?
- C. Is the accommodation requested an essential element of a treatment plan for the student's diagnosed disability?
- D. If the request cannot be provided, would the impact of the student's condition be life-threatening?

- E. What is the possible academic and/or social impact if the requested accommodation cannot be provided?
- F. If the accommodation cannot be provided, what is the likely impact on the student's level of comfort?

Timing of the Request

- A. Was the request made with the initial housing reservation?
- B. Was the request made as soon as possible after identifying the need? (Based on date of diagnosis, receipt of housing assignment, change in status, etc.)

Feasibility and Availability of the Request

- A. Is the requested accommodation readily available within the current housing program?
- B. Can space be adapted to provide the requested configuration without creating a safety hazard (electrical load, emergency egress, etc.)?
- C. Is there other alternative housing accommodation that may provide the same level of access if the original request cannot be provided?
- D. How does meeting this request impact housing commitments to other students?

Procedure for Requesting a Housing Accommodation

1. Student must be admitted to the college before a housing accommodation request will be reviewed.
2. Student must follow general housing procedures requesting student housing, and should consult the Residence Life Coordinator for more information.
3. Student must apply to the Accessibility Office for housing accommodations, and other types of accommodations, by completing the following process:
 - A. Submission of the completed and signed intake application.
 - B. Submission of medical and/or psychological documentation that supports the need for the requested accommodation.
 - C. Once the Accessibility Office receives the above information, and the student's file is deemed "ready for review", the student's request for housing accommodations will be reviewed in chronological order among all standard accommodation requests. The Accessibility Office will collaborate with the Residence Life Department on all requests for housing accommodations.
 - D. If housing accommodations are approved, students may be required to review and sign additional forms/agreements specific to the approved accommodation.
4. If a housing accommodation request is approved, the student must meet with the Residence Life Coordinator to discuss the implementation logistics and timeline.

Housing Accommodations Appeal /Grievance Process

If a student believes that he/she was improperly denied a reasonable housing accommodation, the student should direct their appeal request to the Vice President of Student Services. The Housing Accommodations Appeal/Grievance Request Form is available in the Accessibility Services Office. Along with this completed form, the student must also provide any other relevant information within 15 (fifteen) business days of the date of the housing accommodation decision notice from the Accessibility Coordinator. All pertinent information will be reviewed by the VP before a decision on the appeal is rendered. If the appeal is denied and the student still believes that the original accommodation request was improperly denied, the final level of appeal is to the College President.

College policy prohibits retaliatory action being taken against any complainant or any person assisting a complainant who is acting in good faith. Any college staff member or faculty member who is found to have retaliated against a complainant may be subject to immediate disciplinary action. In addition, any person who knowingly brings forth a false allegation may be subject to immediate disciplinary action.

Confidentiality

The college has a responsibility to maintain confidentiality of disability related documentation and may not release any part of the documentation without the student's informed and written consent, or written release from the diagnosing professional or agency except as allowed by law. The Accessibility Office and the Residence Life Department must receive written consent to discuss with parents confidential information regarding a student's disability.

All required accommodation related forms and documentation must be sent

to the Accessibility Office

Southeastern Community College

1500 West Agency Road

P. O. Box 180

West Burlington, IA 52655

Direct Phone -319-208-5167

Fax-319-208-534

E-mail amickelson@scciowa.edu

Incomplete applications or those without disability documentation will not be considered.



Application for Accommodations in SCC Housing

Please complete this form to request an accommodation in SCC housing. If you require assistance completing this form, or wish to make the request orally, please contact the Accessibility Office at Southeastern Community College. Southeastern Community College will keep a record of all requests and they will be maintained in the Accessibility Office for 5 years from date of application.

Name of Student: _____

Address: _____

Telephone #: _____

Person Requesting Accommodation: _____

Relationship to Student (If different from student): _____

Please describe the accommodation(s) you are requesting:

Please explain why this accommodation(s) are needed. you need not provide detailed information about the nature or severity of the disability.

If you are requesting permission to have an assistance animal in your dorm where it is not readily apparent that the animal is a service animal please answer the following:

Type of Animal (for example, dog or Cat):

Is the animal required because of a disability? Yes No

Does the animal for which you are making an accommodation request perform work or do tasks for you because of your disability? Yes No

(F) If the answer to 3 (c) is yes:

Submit a completed “medical professional guideline for verifying a disability” form along with copies of relevant medical history and explain below how the animal has been trained to do work or perform tasks that ameliorate one or more symptoms or effects of your disability or, if the animal lacks individual training, how the animal is able to do work or perform tasks that would ameliorate one or more symptoms or effects of your disability.

(E) If the answer to 3 (c) is no:

If the animal for which you are making an accommodation request does not perform work or do tasks for you because of your disability, but provides emotional support or ameliorates one or more symptoms or effects of your disability, please submit a statement along with this form from a medical professional verifying that: you have a disability (i.e., you have a physical or mental impairment that substantially limits one or more major life activities); and that, the animal will provide emotional support or other assistance that would ameliorate one or more symptoms or effects of your disability and how the animal ameliorates the symptoms or effects.

(G) SCC may deny a request to keep an assistant animal on the premises if the animal poses a direct threat (i.e., a significant risk of substantial harm) to the health or safety of other individuals that cannot be eliminated or reduced to an acceptable level by another reasonable accommodation, or if the animal would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation. SCC will base such a determination only upon reliable, objective evidence of the specific animal’s actual behavior or conduct and not on speculation or fear about the types of harm or damage in animal may cause.

If you are requesting a different accommodation, please describe here:

SIGNATURE

DATE

It is the policy of the Southeastern Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its program, activities, or employment practices.

If you have questions or complaints related to compliance with this policy, please contact the Director of Human Resources (employment concerns) at 319-208-5063 or the Vice President of Student Affairs (student concerns) at 319-208-5049 1500 West Agency Road, West Burlington, Iowa 52655, equity@scciowa.edu or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 606041-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, TDD 800-877-8339 Email: OCR.Chicago@ed.gov.