



## **HOUSING ACCOMMODATIONS POLICY & PROCEDURES**

### **Policy:**

The Office of Student Disability Services works collaboratively with the Office of Residential Life and Housing in order to provide housing accommodations to qualified students with disabilities. Accommodations will depend upon the nature and degree of severity of the documented disability.

### **Procedure and Student Responsibilities:**

- Students requesting accommodations must complete the *Housing Accommodation Request Form*.
- Students must obtain appropriate documentation which establishes the need for an accommodation and relates the current impact of the disability to the requested accommodation.
- Students must submit documentation and the completed request form to:

Arlene Giczkowski, Director  
Office of Student Disability Services  
Nova Southeastern University  
3301 College Avenue  
Fort Lauderdale, FL 33314

Phone: (954) 262-7189  
Fax: (954) 262-1390

**\*\*Please note that students are still required to complete *ALL* required housing application documents.**

**\*\*Students must also comply with housing contract deadlines.**



**Guidelines for Documentation:**

Documentation consists of an evaluation by a qualified professional that relates the current impact of the disability to the accommodation request. Documentation should include:

- A diagnostic statement, including the date of the most recent evaluation.
- A description of the current functional impact of the disability
- A description of treatments, medications, assistive devices, or services currently prescribed
- A description of the expected progress or the stability of the impact of the disability over time

In addition to the basic documentation requirements, recommendations from the treating professional are also welcome and will be given consideration in evaluating a request. However, final determination regarding an accommodation will be made by the Office of Student Disability Services.

Once appropriate documentation has been received, the Office of Disability Services will review the request and forward a recommendation to the Office of Residential Life and Housing.

**\*\*Please be advised that all room assignments are determined by the Office of Residential Life and Housing.**





**RELEASE OF INFORMATION FORM**

I, \_\_\_\_\_, authorize Student Disability Services and its

*(PRINT FIRST AND LAST NAME)*

designated representatives to discuss my disability-related needs with authorized members of the Nova Southeastern University administration and/or faculty for the purpose of assisting me in my program, as well as determining reasonable accommodations. I understand this information is confidential in nature and will be used only for educational purposes. I understand that this authorization may be withdrawn by me at any time through a written, signed, and dated request.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
NSU ID#

Please **RETURN** this form with your documentation.