



## Student Accessibility Services Air Conditioning Policy and Procedure

### General Guideline:

Clark University is committed to reasonably accommodating qualified students with disabilities who may require the installation and use of an Air Conditioning (AC) unit in housing room in accordance with the Fair Housing Act (FHA).

To receive permission to have an AC unit installed and to use said unit in University housing, the student must have a documented disability on file with Student Accessibility Services and the documentation must show that AC is medically necessary to afford the student an equal opportunity to use and enjoy campus housing. Documentation must describe an identifiable relationship between the disability and the assistance the AC provides. While the law requires that priority consideration be given to the specific methods requested by a student, it does not require that a particular accommodation be granted if it is deemed not reasonable or other suitable accommodations are available.

**For new incoming students:** If the request for accommodation is made fewer than 60 days before the individual intends to move into University housing, Clark cannot guarantee that it will be able to meet the individual's accommodation needs during the first semester or term of occupancy.

**For students whom are currently in campus housing:** If the need for the accommodation arises when an individual already resides in University housing, they should request housing accommodations at least 30 days before the lottery process to pick rooms begins with RLH. Clark cannot guarantee that it will be able to meet the accommodation needs during the semester or term in which the request is received.

Due to building and safety codes, certain buildings have limitations as to if and where AC units can be reasonably installed in a room. Upon being approved for the AC accommodation, the student must understand that they will be given a choice of rooms that are AC compatible due to their need. If a student prefers a different room that is not AC compatible, that is their choice to not make use of their AC accommodation while they reside in that particular room.

Clark University's Physical Plant will provide, install, and uninstall all AC units during the student's residency in their room. Students approved for the AC accommodation may not bring their personal AC units onto campus.

### Procedure:

A student who is requesting to have an AC accommodation in University housing should become registered with Student Accessibility Services (SAS). To do so, the student needs to submit documentation to SAS and then have an intake meeting with the Director of SAS:

- ❖ The disability documentation must be from an appropriately qualified and credentialed health care provider identifying the student's disability or condition, and the impact of the condition upon a major life activity. In the case of the AC accommodation, a statement regarding the necessity of the AC unit for the individual to use or enjoy campus housing, and a statement regarding the relationship between the disability and the relief the AC provides is necessary. The health care provider cannot be related to the student. Documentation must be presented on official letterhead, typed, and signed by the health care provider.
- ❖ Once appropriate information is received, SAS will contact the student to discuss and review the request via an intake meeting.

After this meeting with SAS, the request will be reviewed by Residential Life and Housing (RLH).

- ❖ Prior to an accommodation request being reviewed by the RLH, students must ensure the following:
  - Any applications required by RLH are completed
  - Any RLH deadlines and requirements (i.e., housing application, room deposit, health vaccines, etc.) are met
- ❖ By requesting any housing accommodation, the student understands that their room location and name will be shared with appropriate RLH and Physical Plant staff as necessary for them to perform their duties and put the accommodation in place. No confidential information, such as specific disability, will be shared.

### **If approved for an AC accommodation:**

- ❖ If approved and requested, SAS will relate the student's name and room location to appropriate staff. Physical Plant will install the AC unit before the student moves in as long as the request was made with sufficient prior notice.
- ❖ November 1<sup>st</sup>, Physical Plant will uninstall the AC unit for the cooler months of the academic year. This will occur unless a student's particular AC accommodation need requires the AC unit to be left installed for a different duration of time. As with any accommodations, students need to discuss their individual AC needs during their intake meetings with the SAS Director.
- ❖ In the Spring, during the warmer months, Physical Plant will reinstall the AC unit unless the student requests it to remain uninstalled.
- ❖ In the Summer, during move-out day, Physical Plant will uninstall the AC unit. This will occur unless the student remains in the room for the summer.
- ❖ AC unit approvals are **only** valid for the requested year; students must request their approved AC accommodation each academic year by contacting SAS and filling out the appropriate form. Please note: additional documentation or a documentation update may be requested by SAS each year.

Any questions regarding the ESA request guideline and procedure should be directed to Adam Kosakowski, Director, at 508-793-4368 (voice), or via email at [akosakowski@clarku.edu](mailto:akosakowski@clarku.edu). You can email documentation or send it via fax at 508-421-3700.