



POLICY - PORTABLE AIR CONDITIONER ACCOMMODATIONS

St. Norbert College Standards for Portable Air Conditioners:

- A/C unit:
 - Must operate on 120 volts (standard house outlet)
 - Must not be larger than 6,000 BTUs
 - Must be in good, safe operating condition, including cord

Terms & Conditions:

- All portable air conditioners will be installed and removed by SNC staff only
 - A two-week notice is required for installation or removals.
 - Any portable air conditioner not installed by SNC staff will be removed
- SNC is not responsible for maintenance or repair of personal A/C units

By filling out the Accommodation Request Form and requesting an air conditioner accommodation under the Housing Accommodations section, you are requesting permission to have an air conditioning unit installed in your residence at St. Norbert College, as a legal and reasonable accommodation. Please understand that air conditioners are only allowed when a medical need exists, and you have submitted proper documentation to the Office of Academic Success, Support and Accessibility supporting this need. Once you have submitted documentation you will be required to meet with a representative from the Office of Academic Success, Support and Accessibility to review your file.

If your request for an air conditioner accommodation is approved, there will be a charge of \$200 per academic year (and \$200 for summer if you stay on campus), which covers installation, removal, and electricity. You, as the student, are responsible for the payment of this charge and for providing the air conditioning unit, according to the guidelines posted above and provided by the facilities department.

Student Process and Documentation - Procedural Overview

1. Students will contact the Office of Academic Success, Support, and Accessibility to request accommodations.
2. The student will then receive an email from the Office of Academic Success, Support and Accessibility describing “Next Steps”. This email may also include links to necessary forms and/or follow up questions and instructions.
3. The student will submit documentation from a licensed professional. This should be the most recent and thorough medical/psychological diagnostic documentation available.
 - All documentation should include diagnosis and recommended legal and reasonable accommodations.
 - Documentation can be submitted through any of the following options:
 - Secure link included in the Accommodations request Form
 - Email to accessibility@snc.edu
 - FAX to 920.403.4021
 - Hard copy delivery to our office located in Todd Wehr room 243
4. The Accessibility Team will determine appropriate accommodations and send relevant paperwork.

Some forms of documentation that we can accept:

- A written diagnosis letter, on professional letterhead, signed by an appropriate licensed professional with recommended accommodations
- Individualized Education Plans (IEP's)/504 Plans with diagnosis and recommended accommodations
- The names and scores of psychological and psycho-educational instruments used in arriving at diagnosis, if appropriate