



## AccessAbility Services Housing Accommodation Request Guideline & Procedure

### *General Guideline:*

AccessAbility Services (AAS) engages in an interactive process with each student and reviews requests for housing accommodations on an individualized, case-by-case basis. Depending upon the nature and functional limitations of a student's documented disability, one might be eligible for housing accommodations. Students with documented disabilities who require housing accommodations must identify themselves to AAS and present appropriate comprehensive documentation.

The Americans with Disabilities Act of 1990 requires that consideration be given to the specific request of the student, but it does not require that a specific accommodation be granted if it is deemed not reasonable or if other suitable accommodations are available. Reasonable accommodations will depend upon the nature and degree of severity of the documented disability. **Please note: Single rooms are reserved for individuals who document substantial needs and for whom living with a roommate is not viable.**

Applications for housing accommodations must be submitted by March 20<sup>th</sup> for returning students and by June 1<sup>st</sup> for new students. The Housing Accommodation Review Committee will review housing requests in April for returning students and will review requests in June for new students. Housing accommodation requests received and reviewed after the deadlines will be based on housing occupancy/availability at that time.

### *Procedure for Requesting Housing Accommodations:*

- ❖ New students must complete and submit an **Accommodation Intake Form** and a **Housing Accommodation Request Form** (available at AAS or online at [www.wcsu.edu/accessability](http://www.wcsu.edu/accessability)) to AAS.
- ❖ Returning students must complete and submit a **Housing Accommodation Request Form** each year.
- ❖ Students must submit disability documentation, which indicates their substantial need for housing accommodations. Documentation should include, but is not limited to the following:
  - Diagnostic statement identifying the disability and the date of most recent evaluation
  - Discussion of current symptoms and functional limitations cause by the disability
  - Identification of the current impact of the disability with respect to housing
  - Description of current treatments, medications, devices, or services currently prescribed or used to mitigate the impact of the disability
  - Expected duration, severity, or progression of the disability
  - Clear and detailed description of the requested housing accommodation
  - Explanation of how the recommended accommodation will mitigate the disability and improve functioning
  - Statement of the level of need for (or consequences of not receiving) the recommended accommodation

- ❖ Once appropriate information is received, AAS will contact the student to discuss and review the request.
- ❖ All housing accommodation requests are reviewed by a Housing Accommodations Review Committee comprised of the following departments: AccessAbility Services, Housing & Residence Life, Health Service, and the Counseling Center.
- ❖ Prior to an accommodation request being reviewed by the Housing Accommodations Review Committee, students must ensure the following :
  - Any applications required by Housing & Residence Life are completed
  - Any Housing & Residence Life deadlines and requirements (i.e., housing application, room deposit, health vaccines, etc.) are met
- ❖ The committee will review the request and the student will be contacted through their WCSU email with appropriate next steps.
- ❖ Housing accommodation approvals are **only** valid for the requested year; students must request housing accommodations each academic year through a **Housing Accommodation Request Form**. Please note: additional documentation or a documentation update may be requested by AAS for each year.
- ❖ Housing & Residence Life require students to complete a **Housing Intent Form** between the fall and the spring semester. Current students who are approved for housing accommodations and plan to remain in the same room for the spring semester should indicate their preference to remain in their current room on their intent form.
- ❖ Current students who are approved for housing accommodations and are planning to request new housing accommodations between the fall and the spring semester will need to complete and submit a new **Housing Accommodation Request Form** and provide necessary supporting documentation to AAS by November 1<sup>st</sup>. Housing accommodation requests received and reviewed after the deadline will be based on housing occupancy/availability at that time.

Any questions regarding the housing accommodation request guideline and procedure should be directed to Elisabeth Morel, AccessAbility Services Director, at 203-837-8225 (voice), 203-837-3235 (TTY), or via e-mail at [morele@wcsu.edu](mailto:morele@wcsu.edu).