Office of Residence Life
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Housing Accommodation Request Process

Residence Life works closely with Counseling and Disability Services to review requests and identify appropriate and available housing for interested students. In order to receive a Housing Accommodation, you must have documentation supporting the requested accommodation. Accommodations are made on a needs-based and space available basis. When offering spaces for Housing Accommodations, a student's needs will be met; however their preferences, while considered, are not guaranteed.

Students who wish to live on campus who need physical access or modifications due to disability might need:

- wheelchair access
- direct access to bathroom
- physical modifications to rooms
- emergency egress (including audible and/or visible alarms)
- Residence Life staff awareness of significant physical or mental health issues
- equipment issues

All issues related to food allergies or dietary restrictions are addressed under a separate process through Dining Services. Contact Dining Services to initiate that process.

<u>Application Process</u>
In order to be eligible for a disability-based housing accommodation, students will need to submit to Residence Life the following:

- Housing Application
- Request for Housing Accommodation (Additional documentation may be requested.)

<u>Required Documentation</u>
To aid in the evaluation process, documentation must include information provided by the student that confirms the following:

- Student's current diagnosis and a history that is the basis of the request.
- How the student's substantial, disability-based limitations relate to the residential hall environment.
- Description of the student's treatment, medication, and/or other mitigating measures used or recommended by the health care provider as they relate to the disability and housing needs.
- Any substantial medication side effects, if applicable.

Students may also need to register with the office of Counseling and Disability Services for academic accommodations.

Additional information about general documentation requirements can be found at: http://www.stthom.edu/Campus_Student_Life/Health_Counseling/Disability_Services/Disability_Guidelines.aqf

Once all of this information is submitted, Residence Life may request input from the office of Counseling and Disability Services in order to make an appropriate decision. Listed below are different possible scenarios that can help you determine if your situation makes you eligible for this type of accommodation.

Evaluation Process

Once all of the information is received, the evaluation team will consider the following criteria when reviewing housing accommodation requests:

- Has the student provided adequate documentation?
- Does the documentation clearly articulate the need for this accommodation with supporting information?
- Is space currently available that meets the student's needs?
- Can the student's needs be met with the help of others on campus?
- Was the request made prior to the application deadline?
- Is the impact of the condition life threatening if the request is not met?
- Is there a negative health impact if the request is not met?

All forms must be received before move-in (i.e. prior to room selection). Any forms received after that deadline may not be considered. If approved after move-in, a delay in accommodation may result depending upon space availability. Clearly stating the student's needs on the Request for Housing Accommodation application will assist in the decision making process.

The student will be notified once a decision is made by Residence Life. If at any time the student has a question regarding the status of their application, all questions should be directed to Residence Life.

After the decision is made, if the student wishes to appeal, the appeal should be in the form of a written letter to Residence Life and submitted along with additional documentation. All attempts will be made to explain why a request was denied.