



## HOUSING ACCOMMODATIONS POLICIES AND PROCEDURES

***Please visit the Accessibility and Disability Services [website](#) for more information, or contact [accessibility@dominican.edu](mailto:accessibility@dominican.edu).***

### **Introduction:**

Housing accommodation requests are determined by committee on a case-by-case basis, according to documented need and prevailing standards for reasonable accommodations. The Housing Accommodation Review Committee is made of representatives from Accessibility and Disability Services (ADS), Housing and Residential Life, Student Health Center, and Student Life.

Housing accommodations are intended to provide equitable access for people with documented disabilities. Requests for housing accommodations based on personal preference will not be approved. If you believe that you have a qualifying disability that requires reasonable accommodation, please read the information below.

### **Housing accommodations are made after a determination of:**

1. Student's disability status.
2. If a student's disability necessitates adjustments to the living environment.
3. Potential alternative accommodations, and what, if any, housing accommodations would be appropriate for the student.
4. Available housing options.

### **Forms to be submitted:**

Form 1: The ADS Student Intake form

Form 2: The Housing Accommodation Request Form

Form 3: If needed, the Emotional Support Animal Request Form

### **Procedures:**

1. Email [accessibility@dominican.edu](mailto:accessibility@dominican.edu) to access the appropriate forms.
2. Submit the ADS Student Intake Form (Form 1). Prior to receiving *any* accommodation on campus, students must be registered with Accessibility & Disability Services. You will be

asked to upload documentation that describes your disability, the symptoms, history, and impact of the condition, and other details important to determining eligibility.

3. Complete and submit the Housing Accommodation Request (Form 2). Upload documentation that explains why the housing accommodation is being requested. It should be detailed and explain why the accommodation is *essential*.
4. ADS will notify you of the receipt of the forms and request any additional information or documentation as needed; a meeting may be scheduled.
5. Upon receipt of all the requests, the Housing Accommodation Review Committee will determine whether reasonable accommodations can be approved based on the submitted information.
6. A member of the Committee will notify you in writing whether or not the accommodation can reasonably be made. This notification will be sent to your university email address.

Note: A request for an Emotional Support Animal may be conditionally approved until the ESA Request Form (Form 3) is submitted and processed. Students should familiarize themselves with the [University Policies regarding ESA](#).

#### **Roommates:**

Students with disabilities are assigned roommates in the same manner as other housing applicants unless the need for a single room is identified as a reasonable accommodation or medical necessity. If the need for a single room is identified, they will be assigned based on availability at the time the application is processed. Please note the University has a limited number of single-occupancy rooms.

#### **Documentation:**

Housing accommodations are based on documented medical and psychosocial evidence of need and are determined on a case-by-case basis. Documentation should provide information about the specific functional limitations caused by the disability. Any recommendations should be directly linked to the impact or functional limitations associated with the disability, or the symptom management plan, and include a clear rationale based on the level of impairment. While recommendations about specific accommodations from medical providers will be taken into consideration, the Housing Accommodation Review Committee makes the final determination based on a number of factors.

#### **Reasons a Housing Accommodation May Be Denied:**

- The documentation does not support a substantial limitation of a major life activity.
- The disability-related need does not require an alteration to the living environment.
- We are able to determine a more reasonable accommodation.

- The university is unable to provide the specific accommodation due to availability or cost.

### **Requests for a Specific Roommate:**

Accessibility & Disability Services is not involved in the process of assigning roommates. Students may work with Housing to request specific roommates.

### **Single Room Requests:**

Single-room accommodations will be considered only when accompanied by appropriate third-party documentation supporting the accommodation. The University reserves the right to make final decisions regarding all single room requests for accommodation purposes and to request additional information when a request is insubstantially supported.

In general, the following diagnoses may be cause for single-room housing accommodation:

- Disorders involving muscular degeneration
- Immunodeficiency Disorders (or need for chronic medication which significantly impacts immune function)
- Sleep Disorders (a full sleep assessment including a sleep disorder lab study may be required)
- Conditions that require large medical devices or personal care assistants

In general, the following are NOT typical reasons to provide single-room housing accommodations:

ADD/ADHD	Allergies	Arthritis
Asthma	Diabetes	Eating Disorders
Headaches	Insomnia and/or circadian rhythm disorders	Irritable Bowel Disease
Learning Disabilities	Mental Health Disorders	Migraine
Misophonia	Orthopedic problems	Traumatic Brain Injury

While the thought of having a roommate may be stressful for students, this distress does not generally warrant placing the student in a single room as an accommodation.

Requests for a single room as an accommodation based solely on a desire to have a “quiet, undisturbed place to study” will not be granted. By virtue of the shared facilities, resources, and number of people living under one roof, it is not reasonable to assume that having a private room would provide such a quiet, distraction-free space to any appreciable degree beyond living in a standard room. However, we will always review any formal requests made by students.

#### **Annual Recertification and Review of Housing Accommodations:**

Housing Accommodation Requests must be submitted on an annual basis, or if there is a change in the accommodation requirement unless otherwise determined by ADS. Due to the limited number of residential facilities on campus, we cannot guarantee housing accommodations for requests to be in specific locations or buildings. Due to the limited number of accessible rooms, approval in one academic year does not guarantee approval in subsequent years.

#### **A Note About Timing of Requests:**

You must meet the posted deadlines and follow all policies related to the housing application and selection process.

Student Status	Applicable Accommodation Term	Deadline
New/Incoming Student	Fall Semester	July 1 <i>(prior to fall start)</i>
	Spring Semester	November 1 <i>(prior to spring start)</i>
Continuing Student	Fall Semester	May 1
	Spring Semester	November 1 <i>(prior to spring start)</i>

Please consult with the Office of Housing and Residence Life ([housing@dominican.edu](mailto:housing@dominican.edu)) for additional information.

Space availability may be limited for students who petition for housing accommodations. It is recommended that students submit their request as soon as possible.

Do NOT wait to select a room until after you meet with ADS. Room assignments can be changed if necessary. Students who wait to select a room may have fewer options.