

## **Housing Accommodation**

### **1.0 Purpose**

This policy applies to all students with disabilities as defined by the ADA who require accommodations in their residence hall assignment. Reinhardt University recognizes that students with disabilities may require a specific type of housing accommodation to fully participate in the residential aspects of living on the campus. In accordance with Section 504 of the Rehabilitation Act of 1973 and the subsequent Americans with Disabilities Act (ADA) of 1990 as amended in 2008, Reinhardt University provides equal access to educational programs, including housing, and safeguards against discrimination for qualified students with disabilities as defined by the ADA.

### **2.0 Policy**

All students who require accommodations in housing as a result of a disability as defined by the ADA must complete the Student Housing Accommodation Request form and submit it to the Academic Support Services Office for review.

Reasonable and appropriate accommodations depend upon the disability, the housing environment, and the steps necessary to create equal access for one's living situation. Requested accommodations will not be granted if deemed unreasonable or if alternative accommodations are available.

Students with qualifying disabilities under Section 504/ADA who are approved for housing accommodations under this policy will not be charged for such accommodations.

### **3.0 Responsibilities**

**Student**– It is the student's responsibility to initiate the request for accommodative housing and to submit the Student Housing Accommodation Request Form.

**Academic Support Office**– ASO will coordinate the requests; maintain all required documentation and convene the committee if necessary.

**Accommodative Housing Committee** – The Accommodative Housing Committee will include a representative from housing, Academic support, health services or others as deemed necessary by the committee.

**Dean of Students** – Any appeals of the decisions of the committee will be reviewed by the Dean of students

### **4.0 Procedures**

#### *4.1 Requesting Accommodations:*

To receive accommodations under the ADA Reinhardt University, a student must first register with the **Academic Support Office**. At that time, a full range of potential accommodative services will be discussed, and records collected to certify the student for services. If a student indicates a need for accommodative housing at that time, he/she will be asked to complete a housing accommodation request form and to provide the documentation required by that form (see appendix A and B). Students who request accommodations through housing, admissions, or other sources should be immediately referred to Academic Support Office.

Following a completed request for accommodative housing Academic Support Office will determine if the student has submitted sufficient documentation to support his/her request or if the student will be required to have a medical professional complete the Medical Documentation for Student Housing Accommodation Request. If the Medical Documentation form is required, the student will be expected to complete the form in order to be reviewed. Once all documentation is received, the Director of ASO will review all materials submitted and will make a final determination and convey the decision to the housing office, which shall notify the student.

In the event that a student does not submit documentation, Academic Support Office will notify the student of items pending. If the student fails to respond by providing the appropriate documentation in a timely manner, his/her application for accommodative services will be denied.

All requests for accommodative housing must be renewed annually. Returning students should submit their request for housing accommodations no later than **March 1st**. New request should be completed as close to acceptance to the college as possible.

#### **Examples of Possible Housing Accommodations**

- Single room options
- Wheelchair accessible room and bath
- Room equipped with a visual fire alert
- Medical related dietary consult
- Special bathroom needs
- Furniture adjustments
- Early arrival
- Housing with a Service Animal or Emotional Support Animal

4.2 ***Appeal Procedure:*** In the event a student is not granted a housing accommodation, he/she may initiate an appeal procedure to allow for a review of the initial decision on his/her request. The student can initiate this procedure by completing an appeal form . Such appeals must be received by the Dean of Students. 10 (ten) business days of the date of the accommodative housing determination.