

Housing Accommodation Requests

Requests for disability-related accommodations in Campus Housing are reviewed on a case-by-case basis by the Director of Accommodative Services and evaluated through an interactive process between the student, relevant campus personnel, and other service providers, as needed.

Below, we've provided a brief description of the process and information about the forms and documents students are asked to submit, depending upon the nature of their request. All students requesting accommodations are asked to complete and sign the *Housing Accommodation Request* form and submit along with supporting documentation from a treating professional at least 60 days prior to anticipated need when possible. **If the request for accommodation is made fewer than 60 days before the individual intends to move into housing, DCC cannot guarantee that it will be able to meet their accommodation needs during the first semester or first term of occupancy.**

Please contact the Office of Accommodative Services (OAS) if you have any questions about this process.

1. Submit Campus Housing application and confirm acceptance.

Once it is clear that the student meets admission requirements for Conklin Hall and is (or will be) accepted, the student should submit the Housing Accommodation Request Form and supporting documentation to OAS, described below.

NOTE: In many instances, housing accommodations require advanced planning and may impact other residents. Please make your request and submit documentation as soon as possible. We will make every effort to prepare for move-in day, however, some accommodation requests might not be possible to honor prior to move-in day or prior to mid-semester.

2. Submit requested documentation:

- a. *Disability Verification Form for Housing* - to be completed by the medical or mental health professional who can support why the accommodation is needed. (This form is used for all housing accommodation requests *other* than ESAs).
 - b. *Housing Accommodation Request Form*- to be completed and signed by the student. Provides consent for OAS to discuss the accommodation request with the Campus Housing team.
 - c. *ESA form for counselors (if applicable)* - to be completed by the mental health professional who has recommended an ESA as part of the student's treatment plan.
3. Students requesting ESAs will also receive an overview of DCC's process for reviewing and approving an ESA, along with guidelines a student should expect to follow if their ESA is approved.

Once all documentation is received, OAS will consult with the student and related campus offices before a decision is made about whether to approve or deny the request. Decisions will be sent to students in writing via DCC email and will include options for accommodation, submitting additional documentation for review, and/or appealing the decision made by OAS.

Housing accommodations need to be reviewed/updated each academic year.

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Housing Accommodation FAQs

What kind of information do I need to provide to support my request for housing accommodations?"

Students should fill out the Housing Accommodation Request Form and have their physical or mental health provider complete the Disability Verification Form for Housing.

We recognize some students may not have access to documentation for a variety of reasons. No student should delay meeting with the Director of Accommodative Services out of concern for not having access to documentation from a health provider. Students who do not have documentation may still submit a request form and schedule a meeting.

"Will the recommendations of my medical provider always be followed?"

The presence of a diagnosed medical condition alone does not necessarily qualify a student for a particular accommodation. Not all diagnoses rise to the level of a disability. Accommodations are about providing accessibility and are not based on preference or finances. They are not prescriptions, nor a treatment for a condition, nor designed to be part of a treatment plan. It is about access to housing accommodations, not ameliorating a disability.

"How will requests for housing accommodations be evaluated?"

We evaluate all requests for need-based (disability-related) housing assignments carefully. Below is a summary of the factors we consider when evaluating housing requests. The answers to any/all of these questions may be important in our decision-making. Our goal is to provide access for all students to a safe and supportive living environment as participants in our established residence life program.

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- SEVERITY OF THE CONDITION

- Is impact of the condition life threatening if the request is not met?
- Is there a negative health impact that may be permanent if the request is not met?
- Does the request center on room adaptations necessary for safe and independent occupancy in the residence hall?
- **TIMING OF THE REQUEST**
 - Was the request made with initial housing request?
 - Was the request made before the deadline for housing requests for the semester in question?
 - Was the request made as soon as possible after identifying the need? (Based on date of diagnosis, receipt of housing assignment, change in status, etc.)
- **FEASIBILITY & AVAILABILITY**
 - Is space available that meets the student's needs?
 - Can space be adapted to provide the requested configuration without creating a safety hazard (electrical load, emergency egress, etc.)?
 - Are there other effective methods or housing configurations that would achieve similar benefits as the requested configuration?
 - How does meeting this request impact housing commitments to other students?

“If I apply, am I automatically approved for what I asked for?”

The process takes time and submission of information does not guarantee approval. The College is obligated to provide access to our housing program. The goal of housing accommodations is to accommodate the disability. The responsibility of Office of Accommodative Services, and the College, is to work to find a response within the residence halls to whatever is prompting your request, and we are generally able to accommodate students with serious health conditions and/or disabilities in on-campus housing.