

| <b>Title: Housing Accommodations</b>                         | <b>Type: Student Affairs</b>   |
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| No: SA 9005  | Approval Date: 5-12-2017   |
| Responsible Office: Residential Life and Disability Services | Approved By: Dean of Students, 5-5-17; Vice President for Student Affairs, 5-12-2017; President, 5-12-2017 |
| Next Review: 2022  | Revision No: New   |

## I. Purpose/Introduction/Rationale

This policy articulates the Rollins College policy pertaining to Housing Accommodations based on a qualifying disability. Rollins College Office of Residential Life & Explorations and the Disability Services Office are committed to achieving equitable access and do not discriminate against persons with disabilities. This policy derives from the College's commitment to non-discrimination for all persons in employment, access to facilities, student programs, activities and services, and addresses reasonable accommodations. These accommodations will be provided within the basic guidelines to follow, with the understanding that students with disabilities may require unique housing accommodations and these needs will be assessed on a case-by-case basis.

## II. Definition

This policy is in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 (as amended), and The Fair Housing Act of 1968 (42 U.S. Code § 3604). Rollins must provide reasonable accommodations to students with disabilities that will ensure such access.

The definition of a “person with a disability” by Sec. 12102 of the ADA and the Rehabilitation Act is an individual with:

- A. a physical or mental impairment that substantially limits one or more major life activities of such individual;
- B. a record of such an impairment; or
- C. being regarded as having such an impairment.

## III. Procedure or Application

### **Evaluation of Housing Requests Made for Disability-Related Accommodations**

Housing assignments and the residential learning environment are integral parts of the College’s programs, particularly for first-year students. College staff evaluate carefully all requests for specific housing assignments based on disability-related accommodations. When a student is assigned to a single room as a disability-related accommodation, the student will be charged for a double room in the residence hall to which the student is assigned.

The factors considered when evaluating such housing requests are summarized below.

#### *Severity of the Condition*

1. Is impact of the condition life threatening if the request is not met?
2. Is there a negative health impact that may be permanent if the request is not met?
3. Is the request an integral component of a treatment plan for the condition in question?
4. What is the likely impact on academic performance if the request is not met?
5. What is the likely impact on social development if the request is not met?
6. What is the likely impact on the student's level of comfort if the request is not met?

#### *Timing of the Request*

1. Was the request made with initial housing request?
2. Was the request made before the deadline for housing requests for the semester in question?
3. 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 and Availability*

1. Is space available that meets the student's needs?
2. Can space be adapted to provide the requested configuration without creating a safety hazard (electrical load, emergency egress, etc.)?
3. Are there other effective methods or housing configurations that would achieve similar benefits as the requested configuration?
4. How does meeting this request impact the College's housing commitments to other students?

### **Documentation**

To evaluate requests accurately and equitably for disability-related accommodations, Rollins College requires proper documentation by a licensed professional health care provider qualified to diagnose the disability. The documentation must consist of a comprehensive, typed report that states a specific, current diagnosis; describes the diagnostic criteria and/or test used; and reflects the student's present level of functioning in the major life activity affected by the disability. To avoid delays in the process, students should submit documentation in English. Documentation supporting a request will be reviewed by and held in the Office of Disability Services. All information is considered confidential.

Documentation should be updated and submitted yearly, and must include the following information.

1. Documentation of the physical or mental limitation that is the basis of the request and the expected duration of the limitation.
2. A clear description of the desired housing configuration.
3. An explanation of how the request relates to the impact of the condition.
4. An indication of the level of need for the recommended configuration (and the consequences of not receiving).
5. Possible alternatives if the recommended configuration is not possible.

### **Timeliness of Requests**

In order to be considered for reasonable housing accommodations students must supply the above information to the Office of Disability Services by the deadline set by Residential Life and Explorations. These dates will be updated annually and communicated to all students both through email and on the department's website. Housing accommodation requests made after the communicated deadlines will be evaluated on a case-by-case basis, and are dependent upon availability and reasonableness of the request.

### **Student Procedure**

To initiate a housing accommodation requests, students must complete the following steps.

- Login into Accommodate. The link can be found here: <http://www.rollins.edu/disability-services/>.
  - If you have never used this system before, click on "First Time Users."
  - If you have used this system before, click on "Current Students."
- Submit a semester request for housing for the applicable semester.
  - If this will be your first time requesting specific housing for a medical need, you will need to submit medical documentation first.
- In the space provided in the semester request form, please indicate what accommodation you are requesting (i.e., single room, kitchen access, etc.). Provide as much detail on your request as necessary in order for the committee to make an informed decision.
- If you have not yet completed an initial welcome meeting with Disability Services, you must do so to discuss your specific accommodation needs. If you are unable to meet in person due to the timing of the request deadlines, you must communicate with the office via phone or email to initiate this process.

### **Availability of Resources**

If reasonable housing accommodations approved through this process cannot be immediately satisfied due to capacity/facility design/availability/etc., the Office of Residential Life & Explorations will prioritize this request before handling other non-ADA-related requests of the same nature.

### **Distraction-Reduced Housing Requests**

The learning environment and residential living are central to the Rollins College experience. It should be noted that living within the community and learning to share space and be considerate of others is part of that learning experience. Requests for single rooms (as an accommodation) based solely on a desire to have a "quiet, undisturbed place to study" will be granted only in unusual circumstances. By virtue of the shared facilities, resources, and number of people living under one roof, it is not logical to assume that having a private room would provide for such quiet, distraction-free space to any appreciable degree beyond living in a standard double room.

### **Appeal Process**

If a student with a documented disability believes that he/she has not been provided with a reasonable housing accommodation, the student should direct their concern to the Director of Residential Life & Explorations. The student must provide, in writing, the nature of the concern and any other relevant information.

### **IV. Related Policies or Applicable Publications**

Fair Housing Act of 1968

Americans with Disabilities Act Amendments Act of 2008

Section 504 of the Rehabilitation Act of 1973

### **V. Effective Date**

This policy is effective as of May 12, 2017, and supersedes all previously issued versions.

### **VI. Appendices/Supplemental Materials**

*[not applicable]*

### **VII. Rationale for Revision**

*[not applicable]*