



## ROLLINS COLLEGE POLICY

Title: Housing Accommodations	Type	Student Affairs
No: SA 9005	Approval Date:3-19-2019	
Responsible Office: Residential Life & Explorations, Accessibility Services	Approved By: Policy Committee, 1-31-2019; President's Cabinet, 3-19-2019, President, 3-19-2019	
Next Review: 2023-2024	Revision: No. 1: Corrected procedural steps for students to request accommodations, added Statement of Confidentiality to medical documentation, standardized appeals process, non-disability related housing accommodation requests.	

### I. Purpose/Introduction/Rationale

This document articulates the Rollins College policy pertaining to Housing Accommodations based on a qualifying disability. Rollins College Office of Residential Life & Explorations and the Accessibility 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. This policy clarifies procedures for all Rollins students, defined as students in the College of Liberal Arts (CLA), Hamilton Holt School (Holt), and the Crummer Graduate School of Business (Crummer).

### 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

**A. Evaluation of Housing Requests Made for Disability-Related Accommodations.** Housing assignments and the residential learning environment are integral parts of the College's programs. 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. College staff will work with the requesting students in an interactive process to determine the reasonableness of the request using the factors summarized below. As part of the interactive process, there may be an opportunity to meet and identify a different reasonable accommodation than what was originally requested to which all parties agree.

#### *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?

**B. 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 Accessibility Services.

*Statement of Confidentiality:* All written and verbal communication with The Office of Accessibility Services is protected under the Family Educational Rights and Privacy Act (FERPA). Once disclosed, any diagnostic or medical information may be shared within Rollins without further authorization, but only with school officials who have a legitimate educational interest in that information.

Housing accommodations must be requested for each academic year. Initial documentation must include the following information. Additional information and documentation may be requested with the initial accommodation request or updated/new requests.

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.

**C. Timeliness of Requests.** In order to be considered for reasonable housing accommodations, students must supply the above information to the Office of Accessibility Services by the deadline set by Residential Life and Explorations. These dates will be updated annually and communicated to all students through 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.

**D. New Accommodation Request Procedure.** To initiate a housing accommodation request, students must complete the following steps.

- Complete the Accommodation Request Form found on the Office of Accessibility Services website.
- Submit request for housing for the applicable academic year/semester. If this will be your first time requesting specific housing for a medical need, you will need to attach medical documentation to the PAR form.
- In the space provided in the 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.
- You may need to complete an accommodation request meeting with Accessibility Services to discuss your specific accommodation needs. Accessibility Services will reach out via Rollins email if this meeting is needed to approve your request.

**E. Supplemental Accommodation Request Procedure.** To initiate a supplemental housing accommodation request, students must complete the following steps. The supplemental accommodation process is intended for students who are already receiving accommodations through Accessibility Services, but have new housing requests.

- Login into Accommodate and complete the Supplemental Accommodation Request (SAR) Form.
- Submit request for housing for the applicable academic year/semester. If this will be your first time requesting specific housing for a medical need, you will need to attach medical documentation to the SAR form.
- In the space provided in the 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.
- You may need to complete an accommodation request meeting with Accessibility Services to discuss your specific accommodation needs. Accessibility Services will reach out via Rollins email if this meeting is needed to approve your request.

**F. Renewal Accommodation Request Procedure.** The renewal accommodation process is intended for students who already have an approved housing accommodation through Accessibility Services. To renew housing accommodation requests, students must complete the following steps.

- Login into Accommodate and complete the Semester Request Form.
- Submit request for housing for the applicable academic year/semester.

**G. 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.

**H. 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 extraordinary 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.

**I. Appeal Process.** If students are dissatisfied with the outcome of their accommodation determinations, they have the opportunity to submit an appeal. All appeals must be done in writing and submitted to Accessibility Services within ten (10) business days of the original determination. It is the College's expectation that the appeal is written by the student. Accessibility Services submits all appeals to the appellate officer for consideration. In some cases, the appeal body may choose to return the case to the Accessibility Services for reconsideration. The student will be notified in a timely fashion of the appeal body's determination. Decisions of the appeal body are final.

**J. Non-Disability Related Housing Accommodation.** College staff can evaluate carefully all requests for specific housing assignment preferences. When a student is assigned to a single room as a non-disability related accommodation, the student will be charged for a single room in the residence hall to which the student is assigned. Students requesting accommodations may be asked for documentation or to meet with a College staff member in order to best evaluate the request.

In order to be considered for reasonable housing accommodations students must supply the above information to the Office of Residential Life and Explorations by the deadline set by the office. These dates will be updated annually and communicated through 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.

## **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 April 1, 2019, and supersedes all previously issued versions.

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

*Not Applicable*

## **VII. Rationale for Revision**

Rev. 1: Corrected procedural steps for students to request accommodations, added Statement of Confidentiality to medical documentation, standardized appeals process, and addressed non-disability related housing accommodation requests.