Disability-Related Housing Accommodations Process
Fall 2013

(Updated 1/11/13)

NAME: _____ **AUID**: _____

PHONE #: _____ **EMAIL**:_____

Student Check List:

	Steps:	Deadlines:	Complete?
1	Review document called "Guidelines on Housing Requests Based on Disability-Related Needs"	Read Prior to Completing Application.	
2	Complete and Submit Application and all Supporting Documentation to Disability Support Services	Submit No Later than Sunday 1/27 at Midnight	
3	Hold In-Person Meeting (*) with Disability Support Services Staff Member to discuss application, residential community information and sign formal "Accommodations Review Process" agreement	Meetings must be held between 1/7-1/31 during normal business hours (M-F from 9AM-5PM). Students are encouraged to schedule meetings as early as possible	
4	Apply for General Housing Application. Application will be available starting 1/14.	Log into Housing & Dining Programs website and apply online before 2/1 at midnight	

(*)- Phone Conversations can be approved on a case-by-case basis.

	Information:	Dates:
5	Disability Support Services will send Email Notification about Application Status to Student (Approval or Denial Letter)	By 2/8 at 5PM
6	Notification of Disability-Related Room Assignments to Student by Housing & Dining Programs	By 2/15 at 6PM
7	Cancellation Opportunity for Students Who Choose Not to Accept Room Assignment	Students will have until 2/19 @5PM to notify Housing and Dining Programs approve or deny their Housing Assignment.
8	General Room Selection Process (Not Necessary unless student is denied Disability-Related Housing or cancels and wishes to participate in General Process)	The process takes place between 2/21-2/28

Notification Dates:

General Reminders:

- Returning students MUST complete a housing application by Friday, February 1st by 5pm in order to be eligible for the room selection process.

- Returning students must be officially registered with Disability Support Services to be eligible for housing accommodations. To set up a 30 minute intake appointment, please contact the main office at 202-885-3315 or visit Mary Graydon Center 206. Please provide any appropriate documentation and visit our website to learn more: http://www.american.edu/ocl/dss/.

- Please Review "Room Selection" Link on Housing & Dining Programs website to review guide about roommate combinations and building options.

- If students have specific housing-related requests in addition to a room assignment such as Personal Care Assistant (PCA) ID Card Access, Service Animals or Emotional Support Animals, please know that additional steps and paperwork are required.

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1. Guidelines on Housing Requests Based on Disability-Related Needs

General Information

American University is committed to ensuring accessibility to university programs and activities for all qualified students with disabilities. The following information is provided to assist American University students who wish to obtain disability-based housing accommodations.

If you would like to request special housing accommodations because of a disability, you must complete the **Request for Disability-Based Housing Accommodations** form (see attached) and return it to Disability Support Services (DSS). *All requests must be initiated through Disability Support Services and not through Housing and Dining Programs.* DSS will consult with other university offices as necessary in the handling of your request. If your request is related to a learning disability or ADHD, the request will be forwarded for consultation to the Academic Support Center. Because of numerous sites on campus that provide reduced-distraction study space, single rooms are not generally provided for students who have learning or attention disorders. Additionally, we are unable to provide a dust, allergen, mold or mildew-free accommodation. We cannot accept documentation that names a specific residence hall as a request.

Documentation

You are responsible for submitting the required request form, including having your medical provider complete the necessary documentation. Just as in the case of documentation for accommodations in the classroom, documentation for a housing request consists of an evaluation by an appropriate professional that relates the current impact of the condition to the request. A diagnosis of a disorder, condition, or syndrome in and of itself does not qualify an individual for disability-based accommodations.

Incoming Students

First-year Students: First-year students requesting housing accommodations based on disability should return the Request for Disability-Based Housing Accommodations form along with appropriate documentation. Examples of accommodations that American University may provide include: modifying rooms, bathrooms, and common areas to accommodate students with mobility impairments; installing visual alarms in residential rooms; and assigning students with psychiatric disabilities to appropriate living situations.

Transfer Students: If you are a transfer student with fewer than 36 credits, and wish to request a housing accommodation based on disability, you will need to complete the Request for Disability-Based Housing Accommodations form and provide appropriate documentation to be reviewed by Disability Support Services. If you have 36 credits or more, on-campus housing is not guaranteed and is not likely. If you wish to be considered for housing should transfer students with more than 36 credits become eligible to live on campus, you will need to complete the Request for Disability-Based Housing Accommodations form and provide appropriate documentation.

Housing Lottery for Returning Students

Rising Sophomore Students (students with three or fewer semesters of campus housing): Sophomore housing is ONLY guaranteed for students who meet all posted housing deadlines. If you want to re-apply for previous housing accommodations or you are requesting a new housing accommodation, you should return the Request for Disability-Based Housing Accommodations form along with appropriate documentation to Disability Support Services. Documentation must be updated each year a request is made. Please note that you must submit both the housing application and the housing accommodation request by the deadline posted annually by Housing and Dining Programs.

Rising Juniors and Seniors (students with four or more semesters of campus housing): Students with disabilities who have completed four semesters in campus housing (inclusive of the current spring semester) will be invited to participate in a housing lottery. **Students who have received disability-based housing accommodations in previous semesters are not automatically exempt from the lottery process. In most cases, students will need to participate in the lottery process.** If you become eligible for housing through the lottery process and wish to request a disability-based housing accommodation, you will need to submit a request form and appropriate documentation to be reviewed by the staff of Disability Support Services.

> **Only students with significant disabilities for whom living off campus is not feasible will be considered for exemption from this lottery process.** A request for a lottery exemption can be made using the Request for Disability-Based Housing Accommodations form with current documentation prior to the start of the lottery process. Documentation should include a detailed rationale for an on-campus housing assignment. Determination will be made by Disability Support Services and communicated to Housing and Dining Programs.

Housing Deadlines

Due to heavy demand for on-campus housing, you must adhere to housing application deadlines. We strongly encourage students with disabilities whose attendance at the university may depend on the availability of on-campus housing to apply far in advance of the deadline. The earliest possible communication with DSS and Housing and Dining Programs is particularly helpful in cases where it may be necessary to make special room assignments or room modifications.

If you are currently an enrolled AU student who is requesting a disability-based housing accommodation for the following year, you must submit the request form with documentation to Disability Support Services by the room application deadline posted annually by Housing and Dining Programs.

Please note the following specific deadlines to request disability-based housing accommodations:

Entering first-year student and transfer students with fewer than 36 credits: as soon as possible after tuition and housing deposits are made

Rising sophomores, junior and seniors: room application deadline (2/1/13) posted by Housing and Dining Programs

Evaluation of Disability-Based Housing Requests

Housing requests completed in compliance with the guidelines below are considered carefully and on a case-by-case basis. Below are three areas considered when evaluating housing requests.

Severity of the Condition

- Is the 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?
- Is the request an integral component of a treatment plan for the condition in question?
- What is the likely impact on academic performance if the request is not met?

Timing of the Request

- Was the request made with an initial housing request?
- Was the request made before the application deadline for housing requests for the semester in question?
- Was the request made as soon as possible after identifying the need?

Feasibility and Availability

- Is space currently available that meets the student's needs?
- Can space be adapted to provide the requested configuration without creating a safety hazard (related to electrical load, emergency egress, etc.)?
- Are there other effective methods or housing configurations that would achieve similar benefits as the requested configuration?

Charges

The university is committed to providing appropriate accommodations when they are well-documented and clearly disability-related by providing priority for single rooms at the single rate. All students, regardless of disability status, are expected to pay for the occupancy level they are assigned. The accommodation is the assignment to the single-occupancy room, not charging a differential rate.

Notification

Students will be notified of housing assignments by Housing and Dining Programs. If there are questions about disability-related accommodations, please contact Disability Support Services at 202-885-3315.

The above guidelines are intended to inform students about the university's decision-making process but it is not exhaustive since we cannot anticipate every situation. The educational process necessitates change. This publication must be considered informational and not binding on the university. The university reserves the right to amend these guidelines with or without notice. Consult Disability Support Services for additional information.

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2.

Request for Disability-Based Housing Accommodations

To request a housing accommodation on the basis of disability, the form below must be completed and returned to Disability Support Services (DSS) as early as possible. To determine eligibility, American University requires current and comprehensive documentation of the student's condition from a licensed clinical professional or health care provider familiar with the history and functional limitations of the student's condition(s). You are responsible for seeing that your medical provider provides the information requested on this form and forwards it directly to DSS. We also recommend that you provide your medical provider with a copy of the **Guidelines on Housing Requests Based on Disability-Related Needs**. It is important that all housing application deadlines be met in order for a timely decision to be made.

For Completion by Student:

Name: _____ AU ID#: _____

Housing Semester/Year: _____ Learning Communities (i.e. Honors) _____

Current academic level at time of this request (freshman, sophomore, etc.) _____

Describe your medical condition or disability requiring accommodation (supporting documentation from a medical provider as described below will be needed):

_____

_____

_____

Type of housing accommodation requested and rationale (Please be specific):

_____

_____

_____

Describe alternatives if the preferred accommodation is not possible:

_____

_____

Check this box to confirm that you have logged into the Housing & Dining Programs website under "Room Selection" and completed the General Housing Application (Link is active from 1/14/13- 2/1/13) Yes ☐

By signing below, I certify that the above statements are correct and I authorize American University to release or exchange information with my medical provider and other university officials as necessary to assist in this accommodation process. I also certify that I have read and understand the guidelines on housing requests based on disability related needs.

Student's Signature: _____ Date: _____

For Completion by Medical Provider:

Name: _____

Title: _____

Credentials: _____

Patient Name: _____

To determine eligibility for special housing considerations, American University requires current and comprehensive documentation of the student's condition from a licensed clinical professional or health care provider familiar with the history and functional limitations of the student's condition(s). The provider giving the below information must not be a relative of the student or a friend of the student or student's family. Thank you for your time and support in providing assistance to this student. Please return this form and your responses on professional letterhead as soon as possible via fax, email, or mail.

1. Current diagnosis, history that is the basis of the request, and prognosis;
2. Discussion of the current, substantial disability-based limitations, and how they relate to the residential hall environment;
3. Discussion of any current treatment, medication, and/or other mitigating measures used by the student or recommended by the provider;
4. Description of any substantial medication side effects, if applicable;
5. A complete description of the desired housing configuration and discussion of why this specific accommodation is the necessary accommodation for the student's disability;
6. An indication of the level of need for the recommended configuration (and the consequences of not receiving it);
7. Possible alternatives if the recommended configuration is not possible;
8. Discussion of how the student will manage limitations/symptoms in other campus environments (e.g. classrooms, dining hall, library, etc.);

American University
Director, Disability Support Services
Mary Graydon Center Room 206
4400 Massachusetts Avenue NW
Washington, DC 20016
202-885-3312 (phone)
202-885-1160 (fax)
benica@american.edu

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3. Schedule a Meeting with Disability Support Services

Schedule meeting to discuss application, residential community information and sign formal "Accommodations Review Process" agreement. Housing preferences and roommate information can also be discussed at this point.

To schedule a meeting, please contact DSS the following ways:

Phone (Preferred): 202-885-3315

In-Person (Preferred): Mary Graydon 206

Email: dss@american.edu

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4. Deadline for Housing & Dining Programs General Housing Application

Please visit Housing & Dining Programs website (www.american.edu/ocl/housing/) under "Room Selection." The link for the General Housing Application will be active from 1/14 to 2/1/13 at midnight.

Students must fill out this form to be eligible to participate in the Disability-Related Housing Accommodation process, as well as the General Room Selection Process. There are no exceptions to this deadline. All students who miss this deadline will be put on a waitlist and housing accommodations may not be possible.