



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 Special Housing Accommodation** 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 may 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.

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.

Housing Deadlines

Due to heavy demand for on-campus housing, you must adhere to housing application deadlines. We 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 helpful in cases where it may be necessary for the university to make special room assignments or room modifications.

Evaluation

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

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?
- 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 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

You will be notified of housing assignments by Housing and Dining Programs. If you have questions about these guidelines, 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.



Disability Support Services

Request for Special Housing Accommodation

To request special 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. Date of receipt of your housing application and academic level are factors that affect housing assignments for all students.

For Completion by Student:

Name: _____ AU ID#: _____

Housing Semester/Year: _____

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:

Describe alternatives if the preferred accommodation is not possible:

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: _____

Contact Information: _____

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.);

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