



# Assumption University

## **Housing Accommodation Policy and Procedure**

Assumption University is committed to the full participation of students with disabilities in all aspects of college life, including residential life. In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), Assumption has established procedures to ensure that students with documented disabilities receive housing assignments that reasonably meet their needs as required by law. It is at the discretion of Assumption University and the Student Accommodations Committee to determine accommodations as reasonable, in accordance with the Americans with Disabilities Act as Amended and Section 504 of the Rehabilitation Act.

According to the ADAAA, a disability is defined as any mental or physical impairment that substantially limits the individual in a major life activity compared to the average person. Reasonable housing accommodations are available to eligible students with disabilities who: (i) have met all eligibility requirements and payment deadlines for housing; and (ii) have submitted satisfactory documentation, including confirmation from a physician or other qualified medical professional, of a qualifying disability and a substantiated need for reasonable housing accommodations.

Any student requesting a housing accommodation is required to complete a Student Application and submit a Disability Verification Form completed by a physician or qualified professional. It must include the diagnosis and support for the requested accommodation(s) with reasonable specificity. Both forms shall be completed and submitted electronically using the Assumption Accommodate System. Housing accommodations are reviewed on an annual basis; new applications must be submitted each year for review.

The application deadline for returning students is February 1<sup>st</sup>. The application deadline for incoming first-year or transfer students will be in early July. Exact dates will be determined by the Office of Residential Life and communicated to students. No determination of accommodation will be made until both of these forms have been completed in full and are received by the Student Accommodations Committee. Students may be contacted to schedule a meeting if more information is required. Forms received after the indicated deadlines will be reviewed after housing assignments are completed. The Student Accommodations Committee meets once per month to review midsemester requests. Students who request and are approved for a Housing Accommodation after the applicable deadline will be placed if and when an appropriate space becomes available.

The Student Accommodations Committee is comprised of representatives from Residential Life, Health Services, Counseling Services, and is chaired by the Director of Student Accessibility Services who serves as technical advisor and facilitator; the Chair does not vote.

Students are informed of the Committee's decision via email from Residential Life. If a student believes that their accommodation needs have not been met, they may appeal. Appeals must be received in writing by the Assistant Dean of Students within 7 calendar days of the Committee's communication. The Assistant Dean of Students then assembles and chairs the Student Accommodations Appeals Committee, consisting of objective representatives from Student Affairs. The Assistant Dean of Students will notify the student in writing of the Appeals Committee's decision. The appeals process will be completed within 30 days from the date the appeal is received by the Assistant Dean of Students. The decision of the Student Accommodations Appeal Committee is final.