



Student Academic Support Services Office  
Egan Hall, Room 105  
Phone: 740-284-5358 / Fax: 740-284-7095

## **HOUSING ACCOMMODATION REQUEST PROCEDURES**

Franciscan University considers residential living to be an integral part of a student's development and is committed to providing a successful residence hall experience for all students, including those with documented disabilities. In accordance with Section 504 of the Rehabilitation Act, the Fair Housing Act, and/or other applicable regulations, Franciscan University has established procedures to ensure that students with documented disabilities have equal access to housing resources and receive housing assignments that reasonably meet their needs as required by law. A disability is defined as any mental or physical impairment that substantially limits the individual in one or more major life activity.

The Director of Student Academic Support Services (SASS) and the Assistant Vice President of Student Life collaborate to determine the most appropriate housing accommodations. Given that, it is important for students to inform SASS right away of any conditions/limitations that may impact their residential life experience. Students may submit a request for an accommodation in university housing by following the process below. *The request must include verification from a physician or other diagnosing professional.* All accommodations are based on individual needs, on a case-by-case basis, and will only be considered once all the required documentation is submitted.

### **PROCEDURES FOR REQUESTING A HOUSING ACCOMMODATION:**

1. Submit a signed Housing Contract/Deposit to the Admissions Department (incoming student) or the Office of Student Life (returning student).
2. Have the appropriate Verification of a Disability Form completed by your treating diagnosing professional. Form are available on the FUS website or from the Student Academic Support Services Office.
3. Complete the Application for Disability Services through the myfranciscan portal.  
(Student Support Tab > Students with Disabilities > Application for Disability Services)  
This application allows the student an opportunity to self-report and describe his/her experiences related to the disability. Appropriate document must be attached to the online application.
4. The SASS Director will determine if/what housing accommodations are appropriate to meet the student's needs. If needed, the SASS Director will consult with the Vice President of Student Life.
5. If approved for a housing accommodation, the SASS Director will provide within 10 working days a formal Housing Accommodation Letter to the student and the FUS Student Life Office detailing the specific approved accommodations.

\* If the attending medical professional prefers to write a letter in lieu of completing a Verification of a Disability form , the documentation must be submitted on letterhead and include the following:

- A specific diagnosis of limitations
- What and how any major life activities are limited by the impairment
- How the disability causes any academic or accessibility difficulties
- A list of recommended accommodations which might be needed to facilitate the student's participation in residential life program
- Licensure/credentials of attending medical professional

## **DEADLINES FOR HOUSING ACCOMMODATION REQUESTS:**

April 1:	Returning Students (accommodations must be requested prior to the Housing Fair)
May 1:	New Students enrolling for Fall
November 1:	New Students enrolling for Spring

*All required documentation must be received by the appropriate due date for a request to be considered. Late requests will be considered for the following semester. For more information, contact the Office of Student Academic Support Services at 740-284-5358.*

## **EVALUATION PROCESS:**

The Director of Student Academic Support Services in consultation with the Assistant Vice President of Student Life will determine requests for housing accommodations. Decisions will be sent electronically to the student's Franciscan email account. Additionally, the student will be notified if more information is needed to make a decision on a request. Residence Life staff will work to facilitate access to appropriate housing accommodations as quickly as possible. All approved housing accommodation will be reflected in the student's assigned housing for the semester.

### **Criteria for Determining Housing Accommodations**

- Is there a negative health or life threatening impact 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 the student's academic performance, social development, and/or level of comfort if the request is not met?
- What are the available housing options at the time of request?

### **Single Room Accommodation Requests**

Requests for a single room as an accommodation based solely on a desire to have a "quiet, undisturbed place to study" will not be granted. 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. Requests for single room as an accommodation requires documentation from a qualified medical professional that demonstrates sharing residence with another individual would substantially limit the student's equal opportunity to participate in and benefit from student housing.