



The Center for Success
St. John Paul II Library, Lower Level
Phone: 740-284-5358

HOUSING ACCOMMODATION REQUEST PROCEDURES

Franciscan University of Steubenville (“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 compliance with Section 504 of the Rehabilitation Act, the Fair Housing Act, and/or other applicable regulations, the 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.

If the request for housing accommodation is granted, the Accessibility Coordinator (or designee) will collaborate with the Dean of Students (or designee) to determine the most appropriate housing accommodations. It is important for students to inform the Accessibility Coordinator (or designee) immediately 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 licensed medical professional. All accommodations are based on individual needs, on an individual case-by-case basis, and will only be considered once all the required documentation is submitted.

Note: Students who plan to bring a trained service dog to their on-campus residence are kindly asked to notify the Accessibility Coordinator (or designee) and follow the process below.

PROCEDURES FOR REQUESTING A HOUSING ACCOMMODATION:

1. Submit a signed Housing Contract/Deposit to the Office of Admissions (for incoming students) or the Office of Student Life (for returning students).
2. Have the appropriate Verification of a Disability Form completed by your treating physician or licensed medical professional (please see the explanation below regarding the role of medical documentation in the accommodation review process). Forms are available on our website (<https://academics.franciscan.edu/accessibilityservices/>) or from the Center for Success.
3. Complete the Application for Accessibility Services through the Port. (Student Services > Accessibility Services > Application for Accessibility Services) This application allows the student an opportunity to self-report and describe his/her experiences related to the disability. Appropriate documentation must be attached to the online application.
4. The Accessibility Coordinator (or designee) will determine if/what housing accommodations are appropriate to meet the student’s needs. If needed, the Accessibility Coordinator (or designee) will consult with the Dean of Students (or designee).
5. If approved for a housing accommodation, the Accessibility Coordinator (or designee) will provide within a reasonable time (generally within fifteen (15) calendar days) a formal Housing Accommodation Letter to the student, Office of Enrollment Services, and the Office of Student Life detailing the specific approved accommodations. ☺

* If the attending physician or licensed medical professional prefers to write a letter in lieu of completing a Verification of a Disability form, the documentation must be submitted on his/her 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

May 1: New Students enrolling for Fall Semester

November 1: New Students enrolling for Spring Semester

While the Center for Success will review housing accommodation requests that are submitted after these deadlines, a room that meets the student's accommodation needs may no longer be available in university housing, and the student would then be placed on a waitlist until such time as a suitable room becomes available.

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 Center for Success at 740-284-5358.

EVALUATION PROCESS:

The Accessibility Coordinator (or designee) in collaboration with the Dean of Students (or designee) will determine requests for housing accommodations. Decisions will be sent electronically to the student's University email account. The student will be notified if more information is needed to make a decision on a request. The Dean of Students (or designee) in collaboration with Residence Life staff will work to facilitate access to appropriate housing accommodations. 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 reasonable 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 accommodation requires documentation from an attending physician or licensed 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.

The University requires documentation that justifies the medical necessity of a single room. Examples of medical necessity may include the presence of a 24/7 personal care attendant, self-catheterization, need to store a power chair, etc. While it may not be a medical necessity to have a single room, students with disabilities may be given single-room preference due to their disability when available and will be charged accordingly.

Review and Approval

Requests are reviewed on an individual, case-by-case, basis. Incomplete applications, including applications submitted without the required medical documentation, cannot be processed.

Accommodation decisions or requests for additional information are sent to the students' University email. Typically, reviews take approximately 10-14 calendar days. Housing assignments to fulfill approved accommodations come from the Office of Student Life.

Housing accommodations are effective for one (1) academic year. Re-application is necessary to continue accommodations for subsequent academic years. Please note that a student may be asked to consult with the Accessibility Coordinator (or designee) at the end of each year to evaluate whether new services put in place might be able to meet the student's housing needs.

Considerations for Approval

A diagnosis or a recommendation within medical documentation on its own does not guarantee approval. While we value input from healthcare providers, accommodation decisions are made by the University's Accessibility Services team based on a review of documentation, the student's functional limitations, and how those limitations interact with the campus environment. This helps ensure decisions are consistent, equitable, and aligned with available supports and applicable guidelines.

Important considerations for approving housing accommodations include:

- Is the accommodation request an integral part of the treatment plan for the disability?
- Are there other effective means that would achieve similar benefits as the requested accommodation?
- Does the disability create a barrier to equally accessing housing or components of residential like that is guaranteed to all students living within university residential communities?

The University is committed to providing reasonable housing accommodations to students with disabilities as well as minor modifications for health-related needs. In collaboration with the Center for Success, the Office of Student Life will partner with students to identify reasonable accommodations to promote academic and personal development on campus and enhance a successful residential experience. Eligibility for housing accommodations or health related needs is determined by: Important considerations for approving housing accommodations include:

- The impact of the student's disability or medical condition as it pertains to residential housing
- Available housing options at the time of the request

NOTE: If approved, you will still be required to comply with all student housing procedures and rules (e.g., observing established deadlines, completing necessary paperwork, and adhering to housing responsibilities).

NOTE: The provisions set forth herein are not contractual in nature, whether in their own right, or as part of any other express or implied contract. Accordingly, the University retains discretion to revise this policy at any time, and for any reason. The University may apply policy revisions to an active case provided that doing so is not clearly unreasonable.