

## **Procedure for Requesting Housing Accommodations Based on a Disability 2019 Cycle**

The information listed below is designed to aid Simmons students who wish to request a housing accommodation based on a documented disability. Housing accommodation requests are reviewed by the Disability Services Office and are reviewed on a case by case basis. It is important to note that single-occupancy rooms are very limited at Simmons and are reserved for students who document long-term substantial need for single accommodations.

The role of the Disability Services Office is to review documentation and determine whether or not a housing accommodation is warranted. If the Disability Services Office agrees that an accommodation is warranted, a recommendation is forwarded to the Office of Residence Life and students will be given priority on the housing wait list. Requests will be honored based upon availability.

The Disability Services Office reserves the right to consult with representatives from the following offices on an as needed basis: Counseling Center, Health Center, Office of the Dean for Student Life and the Office of Residence Life. Students will be asked to sign a Housing Accommodation Medical Release Form to allow Disability Services to share this documentation with the representatives from the offices listed. All documentation will remain on file with Disability Services.

### **Procedure for Requesting a Housing Accommodation**

1. Students must submit documentation from a licensed professional who is not a family member. The documentation should present a clear diagnosis and relate the current impact of the condition to the requested housing accommodation. The Treating Practitioner's Verification of Disability/Illness Related to Request for Accessible Housing Accommodations Form (see under "Forms") may be used for this purpose.
2. Students must also complete a Request for Accessible Housing Accommodations form (see under "Forms")
3. In order to be eligible for housing accommodations, students must also complete all Residence Life applications and meet all other housing application deadlines – i.e. deadline for Residence Life housing application, the deadline for room deposit, housing accommodation deadline, etc. Failure to meet these deadlines may impact Residence Life's ability to meet the housing requests. Information regarding housing deadlines can be found on the Residence Life website. <http://www.simmons.edu/student-life/life-at-simmons/housing/housing-selection/process-and-timeline>
4. Once appropriate documentation is submitted, the Disability Services Office will convene to review documentation. If necessary, the staff members will consult with a representative from one of the offices listed above. After the review, the Disability Services Office will determine if information submitted confirms the need for the requested housing accommodation.
5. Students will receive written notification of the decision.

If the Disability Services office does not support the students requested housing accommodation, s/he may choose to appeal this decision. To appeal the decision, students must submit additional supporting documentation to the Disability Services office. Should it be determined that the additional documentation does not support the requested accommodation upon appeal; the student may appeal the decision to the Dean of Student Life. All Decisions made by the Dean are final.

Disability Services  
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