

## **Disability Services/Accommodations**

The Department of Housing and Residence Life strives to provide living accommodations for residents with disabilities living within university housing.

### **Application Process**

A resident requiring specific accommodations must indicate their request on the housing application. If the resident becomes aware of a disability after submitting a housing application he or she will need to contact the Department of Housing and Residence Life if accommodations are needed. It is recommended that future residents contact the housing staff to further discuss housing options such as potential modifications needed and one bedroom housing options. Upon submitting an application with accommodation request, please include all of the following:

- ❖ Documentation of disability
- ❖ A thorough description of requested housing accommodation(s).
- ❖ Statement of how the request will impact the disability
- ❖ Explanation of level of need for requested accommodation and possible alternatives if the request is not possible

It is imperative that accommodations needed are clearly stated on the application.

### **Departmental Notification of Housing Assignments for Residents with Disabilities**

The Department of Housing and Residence Life will compile a list at the start of each quarter of residents identifying disabilities or medical conditions. This list will be maintained and distributed by the Director of Housing and Residence Life. The list will provide the resident's name, housing assignment, and description of disability/accommodations.

The following offices will receive a copy of the aforementioned list: Department of Public Safety, The Dean of Students, and the Housing and Residence Life Staff. The Department of Public Safety and Housing and Residence Life will be responsible for referring to the list if an emergency in a specific building occurs, in particular medical or fire emergencies requiring personnel to be notified.

### **Room Modifications:**

Some rooms have been modified to provide accessibility features such as grab bars, roll in showers, and shower seats. Visual alarms for deaf/hard of hearing residents may also be installed upon request. Residents with disabilities will be given priority for main floor rooms based upon a first come first serve basis. It is imperative that requested accommodations are made as soon as possible so that if modifications are needed they occur in a timely manner.

## Assignment Appeal Process

It is the responsibility of the resident to report his or her disability at the time of applying for University Housing if accommodations are required. If a disability that requires accommodations is discovered after the application has been submitted, he or she should contact the Housing and Residence Life Office immediately. There are three options for residents who feel the accommodations offered by the Housing and Residence Life Office are not satisfactory:

1. **The resident may request a room change:** The resident should email the Director of Housing and Residence Life. The email should contain reason for wanting to change rooms as well as additional accommodations requested. Room changes are granted as the space is available on a first-come, first-serve basis.
2. **The resident may request to have specific modifications completed or installed in his/her assigned room:** Requests for modification of space or installation of accessible equipment should be submitted in writing discussing in detail the following items:
  - ❖ How will this impact the resident's comfort?
  - ❖ How will this impact the level with which resident may socially develop?
  - ❖ How will this impact the academic performance of the resident?
  - ❖ Is there a permanent negative health impact if the request is not met?

In most cases the accommodation will be discussed in a scheduled meeting with the Director of Housing and Residence Life. The final decision in regards to requested accommodations will be made by the Dean of Students. This decision will be based on the questions listed above and the following feasibility and availability concerns:

- ❖ Is it possible to make modifications in the residence hall?
  - ❖ Will accommodating a request create a potential safety hazard?
  - ❖ Is there a more effective manner or solution that would achieve the goal of the request and provide other benefits?
  - ❖ How might this modification affect other residents or roommates?
3. **The resident may cancel his or her housing and acquire housing on his or her own.** Cancellation based upon a disability will require proper documentation of the disability and should be submitted to the Housing and Residence Life office. If all required documentation is submitted, the resident will be released from his or her current lease.

## Emotional Support Animal (ESA)

The Department of Housing and Residence Life strives to provide living accommodations for residents with disabilities living within university housing. A student may request to obtain an Emotional Support Animal (ESA), which is an animal providing emotional support to alleviate one or more identified symptoms or effects of one's disability. An ESA may not be brought into campus housing without proper approval from the Department of Housing and Residence Life. The department will evaluate each need case-by-case. If there is a time-sensitive request, then the Director of Housing and Residence Life will work with that student to ensure that a prompt decision is made.

The resident must properly care for their Emotional Support Animal. The animal must remain in good health condition. The animal is not allowed outside of the room (unless going outside if appropriate). If the animal uses the restroom outside, it is the responsibility of the pet owner to ensure that the animal is using the restroom in the designated area provided, to clean up any waste and keep the animal on a leash. Care and supervision of the ESA is the sole responsibility of the owner. The owner of the pet must keep the applicable vaccinations current and provide the vaccination records to the Director of Housing and Residence Life. ESA owners should fill out their roommate living agreement to ensure that all parties are comfortable. If a roommate issue occurs, then a meeting will be set up with a housing professional to see if a roommate change is necessary. The student must inform the Director of Housing and Residence Life if they decide that they no longer want/need an Emotional Support Animal.

Sullivan University has the right to deny the request for an ESA if the decision would impose an undue financial or administrative burden on Sullivan University's operations. A detailed letter will be sent to the student and a face-to-face meeting will be set up to discuss possible alternatives if a denial has been determined.

If the Emotional Support Animal proves to be a disruption to the housing community (unsanitary, dangerous, barking, etc.), Sullivan University reserves the right to revoke the accommodation.

### **Application Process for requesting an Emotional Support Animal**

- 1. Request for Housing Accommodation Form:** Student must fill out this form to officially request a housing accommodation.
- 2. Medical Documentation Form:** Before requesting an Emotional Support Animal, the student must obtain proper medical documentation from a licensed mental health provider.
- 3. Vaccination Verification:** The student must provide documentation from a veterinarian that verifies all current vaccinations and their expiration dates.
- 4. Meeting with Director of Housing and Residence Life:** To ensure that all accommodations are met.

## **Support Resources**

Center for Accessible Living (local support center) - (502) 589-6620

- The center can assist with some listings of local accessible housing

For general Information regarding ADA or 504, contact the Dean of Students at 502-456-6504.