

Disability Accommodation Request for College Housing Procedures, Guidelines, and Deadlines

Dickinson College is a four-year residential college. Living in residence halls, where students learn to live in a community and share space with others, is an integral part of the educational experience. A **standard housing assignment** is a two- or three-person sleeping room where bathroom facilities are located on the same floor, but not in the room. Most residential facilities are no more than three stories tall and are accessible for individuals with mobility impairments. There are numerous locations on campus that provide quiet spaces for studying (including the library and 24-hour access to several academic buildings), and all are within a 10 minute walk of residential campus housing.

Dickinson College is deeply 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 (ADA), Dickinson College has established procedures to ensure that students with documented disabilities receive housing assignments that reasonably meet their needs as required by law. According to the ADA, 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. **Requests for particular housing assignments based on a student's preference, rather than need, for a particular type of living environment, such as a certain type of room or location or desire for a quiet, undisturbed place to study, will not be honored.**

Procedures for Requesting a Housing Accommodation

1. **Submit the following to the Office of Disability Services (address below)**
 - a. **Disability Disclosure and Request for Accommodations Form**, found on the Disability Services website: www.dickinson.edu/disabilityservices, or at <https://dickinson-accommodate.symplicity.com/sso/students/login>
 - b. **Documentation of the disability** (submitted by either the student or the student's health care professional) that meets the following criteria:
 - Documentation is recent in order to assess the current and substantial impact on a major life activity.
 - Documentation establishes a direct link between the underlying impairment and the requested housing accommodation.
 - Documentation follows Disability Services guidelines--found on the Disability Services Website at: http://www.dickinson.edu/downloads/download/1147/documentation_guidelines_for_students_with
2. **Send Disability Housing Documentation Form to health care provider for completion. This form can be found at:** <http://www.dickinson.edu/download/downloads/id/834/housingdisabilitydocumentationform>
Note: Health care provider (doctor, psychologist, psychiatrist, etc.) must be qualified to make recommendations for accommodating the disability and may not be a relative of the applicant.

Note: First year students must also complete the Housing Preference Survey. If approved for a housing accommodation, the student will receive notification from the Office of Disability Services and an accommodated housing assignment from the Office of Residential Life.

The Housing Documentation Form and supplemental documentation must be delivered to:

Marni Jones
Director of Disability Services
PO Box 1773, Biddle House, Dickinson College
Carlisle, PA 17013

Fax: (717) 245-1618
jonemar@dickinson.edu
Questions? Call 717-245-1734

Delivery may be made in person, or by sending documents by mail, fax, or email attachment.

Incomplete applications or those without disability documentation will not be considered.

Housing accommodations are determined on a case-by-case basis, according to documented need, and prevailing standards for reasonable accommodations. **Please note that students are not making a request for a specific housing assignment, but rather a request for an accommodation.** The Housing Accommodations Committee will review the student's documentation and determine an appropriate and reasonable housing assignment. Dickinson has established these procedures to ensure that students with disabilities have equal access to housing resources.

Students are advised to submit a housing request and supporting documentation as soon as the need for an accommodation is known, rather than waiting for the application deadline. It is in a student's best interest to start the process early.

The Disability Housing Accommodations Committee, which is comprised of staff from the offices of Disability Services, Residential Life, the Wellness Center, and other consultants from the campus and professional community, will review all requests. Students who apply for accommodations by March 28th will be informed of the status of their requests by April 7th. Students applying after this deadline will be informed of the status of their request as soon as reasonably possible.

Deadlines for Requesting a Housing Accommodation

Prior to each academic term, a submission request and review period is designated for housing accommodation eligibility determinations and housing assignments. All requests for disability housing accommodations, including all of the required documentation and forms referenced above, must be submitted to the Office of Disability Services before the end of the following documentation review periods:

- **Incoming first year Dickinson College students:**
May 12th-June 2nd for the Fall '14 semester
November 3rd -21st for the Spring '15 semester

- **All other Dickinson College students:**
March 10th-28th for the Summer & Fall '14 semesters
November 3rd -21st for the Spring '15 semester

Note: Housing assignments for those deemed eligible for a housing accommodation, will commence following the indicated start date. Requests will continue to be accepted and considered until the request period deadline. Given that review of documentation and efforts to communicate with care providers can be time-consuming, **we recommended that students submit requests near the review period start date.**

Applications submitted after these dates will be accepted and reviewed on a rolling basis. Dickinson College will strive to meet late applicants' accommodation needs, including any needs that develop during the semester; however, there may be limitations in the availability of certain types of accommodations at later points in the year.

Students offered a housing accommodation by April 7th must provide a written response to the Offices of Disability Services and Residential Life by April 11th, either accepting the accommodation offered, or forfeiting it in order to participate in the housing lottery process.

Students who are granted a housing accommodation will be notified as to whether or not they will need to resubmit a *Disability Housing Accommodations Request Form* each year. In the months of March and November, all students with previous housing accommodations will be contacted by Dan Confer of the Office of Residential Life, to inquire whether or not they wish to remain in their assigned housing.

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Please be advised that single rooms are reserved for individuals whose documentation illustrates substantial needs, and for whom a standard housing assignment with a roommate is not viable.

Students who do not qualify for disability housing accommodations may request to be placed on a waitlist to transfer to a location that may better address their preferences through standard housing procedures. Students who wish to do so should contact Dan Confer of the Office of Residential Life at 717-245-1556 or conferd@dickinson.edu for information on this process.