

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 have equal access to housing resources and 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. **Complete the online *Disability Disclosure and Request for Accommodations Form***, found via the Forms button on the Dickinson Gateway.
2. **Send *Disability Housing Documentation Form* to your health care provider for completion.** This form can be accessed from ADS' housing webpage (www.dickinson.edu/ADS-Housing) or from this [link](#).
Note: The 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.
3. **Submit supporting documentation of the disability** (can be 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 the ADS guidelines for documenting a disability, found at www.dickinson.edu/ads-guidelines.

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

The Housing Documentation Form and supplemental documentation must be delivered to ADS via US Mail, fax or email attachment. **Incomplete applications or those without disability documentation will not be considered.**

US Mail: **Access and Disability Services (ADS)**
Dickinson College
PO Box 1773
Old West Lower Level, Room 005
Carlisle, PA 17013

Fax: (717)254-8139

Email: access@dickinson.edu

Clarification on the Request for Accommodation

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 Disability Housing Accommodations Committee, which is comprised of staff from Access and Disability Services, Residential Life, the Wellness Center, and other consultants from the campus and professional community, will review the student's documentation and determine an appropriate and reasonable housing assignment. **The College does not grant accommodations solely on the recommendations of care providers, but on the documented functional limitations posed by the student's disability** under the ADA and Section 504 of the Rehabilitation Act.

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.

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. **Students are advised to start the process early and submit a housing request and supporting documentation as soon as the need for an accommodation is known, rather than waiting for the application deadline.** All requests for disability housing accommodations, including all of the required documentation and forms referenced above, must be submitted to Access and Disability Services before the end of the following documentation review periods:

- **Incoming first year Dickinson College students:**
Last business day in May for the Fall semester
Second Friday in November for the Spring semester
- **All other Dickinson College students:**
The last day of Spring Break for the Fall semester
Second Friday in November for the Spring semester

Note: Housing assignments for those deemed eligible for a housing accommodation, will commence two weeks before the indicated due 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 again urge students to submit complete requests near the review period start date.**

Current students who apply for a housing accommodation by the posted deadline will be informed of the status of their requests by the 1st of the following month (July 1 for incoming First Years) Students offered a housing accommodation by the 1st must provide a written response to Access and Disability Services and Residential Life by the 7th, either accepting the accommodation offered, or forfeiting it in order to participate in the housing lottery process.

Post-Deadline and Renewed Accommodation Requests

For students who have a need for a housing accommodation that arises for the first time after the deadline has passed, requests will be reviewed on a rolling basis. Dickinson will strive to meet late applicants' needs as soon as reasonably possible, however, priority consideration is given to on-time requests. If a determination is made after the housing lottery has taken place, there may be limitations in the availability of certain types of accommodations.

In the months of March and November, all students with previous housing accommodations will be contacted by Residential Life to inquire whether or not they wish to remain in their assigned housing. Students with previously granted housing accommodations will be notified as to whether they will need to resubmit a new request for a housing accommodation each year. **Certain disabilities require documentation of current levels of functioning, thus housing accommodation requests do not automatically carry over to subsequent semesters.**

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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 Residential Life at 717-245-1556 or reslife@dickinson.edu for information on this process.