

## 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 *Disability Disclosure and Request for Accommodations Form***, found via [www.dickinson.edu/ODS](http://www.dickinson.edu/ODS), or at <https://dickinson-accommodate.symplicity.com/sso/students/login>
2. **Send *Disability Housing Documentation Form* to health care provider for completion. This form can be found at:** [www.dickinson.edu/ODS-Housing](http://www.dickinson.edu/ODS-Housing)  
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.
3. **Submit 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 Disability Services guidelines--found on the Disability Services Website at: [www.dickinson.edu/ODS-Housing](http://www.dickinson.edu/ODS-Housing)

*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 (ODS), followed by an accommodated housing assignment from the Office of Residential Life.*

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

Office of Disability Services  
PO Box 1773, 106 Dana Hall  
Dickinson College  
Carlisle, PA 17013

Fax: (717) 254-8139  
[disabilityservices@dickinson.edu](mailto:disabilityservices@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.**

### **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 the offices of 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.**

### **Timeline 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, and these deadlines are posted at [www.dickinson.edu/ODS-Housing](http://www.dickinson.edu/ODS-Housing). Requests will be reviewed beginning two weeks before the posted deadline. Given that the review of documentation and efforts to communicate with care providers can be time-consuming, students **are advised to start the process one month before the deadline** and to see that ODS receives your housing request and all supporting documentation before or near the two-week review period **start date** (rather than waiting for the application deadline).

All requests for disability housing accommodations, including all of the required documentation and forms referenced on page one, must be submitted to the Office of Disability Services before the following deadlines:

<b><u>DEADLINES</u></b>	
<p>➤ <b>FOR THE FALL SEMESTER</b> <b>First-Year Students:</b> The last day of May <b>Current Students:</b> The Friday of Spring Break</p>	<p>➤ <b>FOR THE SPRING SEMESTER</b> The third Friday in November</p>

Current students who apply for a housing accommodation by the posted deadline will be informed of the status of their requests by the 1<sup>st</sup> week of the following month (July 1 for incoming First Years). Students offered a housing accommodation must provide a written response to the ODS and Residential Life within one week, either accepting the accommodation offered, or forfeiting it (if in the Spring, 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 the Office of Residential Life at 717-245-1556 or [reslife@dickinson.edu](mailto:reslife@dickinson.edu) for information on this process.*