

## **Housing Accommodation Policy**

Residence Life provides a variety of housing options for students. The majority of rooms in the residence halls are double occupancy and a limited number are equipped to meet the needs of students with disabilities. Therefore, it is essential that students submit any request for housing accommodation early (see deadlines below). Residence hall information can be found at <https://www.samford.edu/residence-life/residence-halls/>. Students who wish to request housing accommodations should still complete the Residence Life housing application and pay the housing deposit while initiating the registration process with Disability Resources.

### **The process for requesting a housing accommodation is as follows:**

1. The student should complete the application for accommodations. Instructions for accessing this can be found at [www.samford.edu/dr](http://www.samford.edu/dr), click on “Requesting Accommodations.”
2. The student should submit documentation of their disability which adheres to the documentation guidelines ([www.samford.edu/dr](http://www.samford.edu/dr), click on “Requesting Accommodations”) in addition to the guidelines on page 2 of this policy.
3. The student will be asked to meet with a Disability Resources staff member to discuss their disability and the requested accommodations.
4. The student will be notified of any approved accommodations, and housing recommendations will be made to Residence Life.

**Deadlines:** Incoming freshman and transfer students requesting housing accommodations must have completed the Disability Resources registration process (as outlined above) by the following dates:

**June 1<sup>st</sup> for Fall move-in**

**November 1<sup>st</sup> for Spring move-in**

**April 1<sup>st</sup> for Summer move-in**

Current residents requesting housing accommodations for the upcoming academic year must have completed the Disability Resources registration process by **February 1<sup>st</sup>** in preparation for housing assignments which are made in March of each year.

**After these deadlines, there is no guarantee that housing accommodations can be provided for that academic year, and accommodations will be granted only as space becomes available.**

**Eligibility for services:** Requests for housing accommodations will be considered on a case-by-case basis according to eligibility criteria. The following are examples of factors considered when evaluating requests for housing accommodations:

- **Severity of Functional Impact:** Is there a negative health impact if the request is not met? Is the request an integral component of the student’s treatment plan? What is the likely impact on academic performance or the student’s ability to fully participate in campus life if the request is not met?
- **Timing of Request:** Was the request made at the time the student applied for housing? Was the request made before the deadline? Was the request made as soon as possible after identifying the need?
- **Feasibility and Availability:** Is space available that meets the student’s needs? Can space or procedures be adapted to provide the requested accommodation without imposing a safety hazard? How does the housing request impact housing commitments to other students?

### **Questions regarding housing accommodations should be addressed to:**

Samford University Disability Resources Dwight Beeson Hall, Room 103

Phone: 205-726-4078

Fax: 205-726-2842

Email: [disability@samford.edu](mailto:disability@samford.edu)



## Documentation Guidelines for Housing Accommodations

Documentation Guidelines for each disability category are available on the Disability Resources website ([www.samford.edu/dr](http://www.samford.edu/dr), click on “Requesting Accommodations”) and should be shared with the student’s treatment provider. In addition to the information requested in the documentation guidelines, the following information should also be included in the report:

- Description of how the disability currently impacts the student, specifically relating this impact to the student’s living environment. Also address how the following functional limitations are affected by the student’s diagnosis and how these limitations will impact the student in a living environment:
  - Major life activities: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working
  - Major bodily functions: functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions
- State the specific housing accommodations being recommended and the rationale for these accommodations based on the student’s functional limitations. The purpose of housing accommodations is to best ensure equal access to the living environment, and accommodations should be based on a demonstrated need (i.e., medically necessary) rather than a preference.  
*Recommendations made by treatment providers are taken into consideration but are not guaranteed to be approved as accommodations.*

The following are examples of factors considered when evaluating requests for housing accommodations:

- **Severity of Functional Impact:** Is the impact of the condition life threatening if the request is not met? Is there a negative health impact if the request is not met? Is the request an integral component of the student’s treatment plan? What is the likely impact on academic performance or the student’s ability to fully participate in campus life if the request is not met?
- **Timing of Request:** Was the request made at the time the student applied for housing? Was the request made before the June 1<sup>st</sup> deadline? Was the request made as soon as possible after identifying the need (based on date of diagnosis)?
- **Feasibility and Availability:** Is space available that meets the student’s needs? Can space or procedures be adapted to provide the requested accommodation without imposing a safety hazard? How does the housing request impact housing commitments to other students?

**Please submit the report or address questions regarding documentation to:**

Samford University Disability Resources

phone: 205-726-4078      fax: 205-726-2842      email: [disability@samford.edu](mailto:disability@samford.edu)      mailing

address: 800 Lakeshore Drive Birmingham, AL 35229

*In compliance with FERPA and the ADA, documentation submitted to Disability Resources is confidential and will not be shared with other internal departments or external entities. Students may request that a copy of their documentation be sent to another institution or released for their personal records.*