



Student Housing Accommodation Request Procedures for Students with Disabilities

Clayton State University provides support services and reasonable accommodations for students with disabilities residing in university housing who qualify under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. The university strives to address functional limitations by making reasonable accommodations for each qualifying disability. Examples of accommodations include, but are not limited to, accessible rooms for students with mobility-impairments and visual fire alarm devices for students who are deaf or hard of hearing.

The appropriate personnel in the Disability Resource Center review all requests on a case-by-case basis and, together with the Office of University Housing and Residence Life, make recommendations for reasonable accommodations. Students whose disabilities are substantially limiting to a major life activity must provide detailed medical documentation to show that the condition(s) qualifies as a disability. Students with disabilities seeking accommodations for housing should have their medical care provider respond to the **Housing Accommodation Request for Students with Disabilities** questionnaire and supply appropriate medical documentation as early as possible. **Students must also be registered with the university's Disability Resource Center (<http://adminsivices.clayton.edu/disability>).** Generally, it takes a minimum of 5-10 days after submitting documentation to complete the entire registration process with the DRC. This includes not only review of disability documentation, but also scheduling and attending an intake meeting with a DRC professional. This process may take longer if documentation does not meet the stated guidelines and additional information is needed.

Any changes to a student's disability-related housing accommodations must be submitted and approved annually. Since some medical conditions change over time, any requests for accommodation changes will require updated medical documentation and an updated application to ensure appropriate housing. All student requests are subject to an annual review.

The learning environment and residential living are central to the Clayton State University experience. For greatest inclusion of all students, we evaluate requests for housing accommodations and exceptions to the housing policy very carefully.

To initiate this process, the student must submit the following by the appropriate deadline:

- Completed **Housing Reservation Form** to the Office of Undergraduate Admission
- Completed **Housing Accommodation Application** form to the Disability Resource Center
- Medical documentation on letterhead as specified on the **Criteria for Medical Provider Documentation** form to the Disability Resource Center

Requests for accommodations due to disability and disability documentation remain confidential.

DUE DATE:

Same date as the priority (earliest) deadline for the "Housing Reservation Form"
(Semester deadlines can be found at: <http://adminsivices.clayton.edu/housing/application.htm>)

Note: For housing accommodation consideration, students must not only complete and submit the "Housing Reservation Form, the Residential Housing Accommodation Request Form," and medical documentation by their stated priority deadline (earliest deadline), but must also register with the Disability Resource Center (<http://adminsivices.clayton.edu/disability>) by that same deadline.



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The following is a summary of the factors considered when evaluating a special housing request due to a disability:

SEVERITY OF THE DISABILITY

1. Is the impact of the disability life threatening if the request is not met?
2. Is there a negative health impact that may be permanent if the request is not met?
3. Is the request an integral component of a treatment plan for the condition in question?
4. What is the likely impact on academic performance if the request is not met?
5. What is the likely impact on social development if the request is not met?
6. What is the likely impact on the student's level of comfort if the request is not met?

TIMING OF THE REQUEST

1. Was the request made with the initial housing request?
2. Was the request made before the deadline for housing requests for the semester in question?
3. Was the request made as soon as possible after identifying the need (based on date of diagnosis, receipt of housing assignment, change in status, etc.)?

FEASIBILITY & AVAILABILITY

1. Is space available that meets the student's needs?
2. Can space be adapted to provide the requested configuration without creating a safety hazard (i.e. electrical overload, emergency egress, etc.)?
3. Are there other effective methods or housing configurations that would achieve similar benefits as the requested configuration?
4. How does meeting this request impact housing commitments to other students?
5. Is the cost of meeting the request prohibitive?
6. Is this a reasonable request from the student or does it present an undue burden to the university?

For questions or additional information please contact the following:

Clayton State University

University Housing and Residence Life: (678) 466-HOME (4663)

Fax: (678) 466-5469

E-Mail: housing@clayton.edu (i.e. housing application, general information)

Disability Resource Center

(678) 466-5445

E-mail: DisabilityResourceCenter@clayton.edu

Fax: 678-466-5467 (i.e. disability documentation requirements, other disability-related information)