

Student Accessibility Services Housing Accommodation Process

Student Accessibility Services (“SAS”) provides support, resources, and advocacy for students with disabilities enrolled at The University of the South. One focus of SAS is to review and approve Housing Accommodations. Below is the process for Housing Accommodation at The University of the South as well as other important related information.

Housing Accommodation Intake Process:

Students who wish to apply for housing accommodations based on a disability should first review the [Student Accessibility Services website](#), specifically the subpages on [How to Apply](#) and [Housing Accommodations](#).

Once students have familiarized themselves with the information on the SAS website, the next step will be to start gathering documentation. Documentation must fall within the Documentation Guidelines which can be found on the SAS website under [How to Apply](#).

Once documentation has been obtained students will need to complete the [SAS Intake Form](#) found on the SAS website under [How to Apply](#). The intake form will ask students about the scope and history of their disability, as well as their history of accommodations. The intake form will also provide a space for students to securely upload their documentation. Students should follow up with SAS if documentation is faxed or mailed to ensure it arrived by emailing sas@sewanee.edu

****All students who are 18 years of age or older must complete their own intake form. SAS will not accept intake forms completed by a third party (e.g. a parent or a medical provider) on behalf of the student. Failure to comply with this could result in a delay in the accommodation process.**

Once the Intake Form and appropriate documentation have been received, SAS will send instructions to the student’s school email address for setting up an intake meeting. The email will contain a link informing the student that they have a letter to be picked up from the Dean of Students Office or Student Accessibility Services. Students will be asked to sign in with their Sewanee credentials to view the letter. It is important that students learn how to open these letters as future Accommodation Letters will be sent to students using the same system.

The student and an SAS staff member will meet to review the requested Housing Accommodations. At the end of the meeting, SAS will send the student a Housing Accommodation Letter for any approved Housing Accommodations. The Director of Residential Life will be copied on the letter.

Housing Accommodation Timeline:

Returning students should complete the intake process, have any new housing accommodations added, or complete an Accommodation Letter Request Form before **March 1st** for the following academic year. This timeline ensures that the SAS review and determination process can occur and that the Residential

Life team will have time to schedule a meeting with the student and assign them an accommodating room before the general room draw occurs.

Incoming students should complete the intake process before **June 1st** of their incoming year. This timeline will ensure that SAS will have time to collect and review the necessary documentation to make a determination and that the Residential Life team will have the time to find and assign an accommodating room before the incoming class is placed.

SAS will continue to accept, review, and approve appropriate housing accommodations throughout the year. The ability to fulfill late Housing Accommodation requests will be determined by the remaining Residential Life room inventory. The University of the South **cannot** remove a student from an assigned room to make an accommodating room available.

Housing Accommodation Decision Process:

During the intake meeting with SAS, an SAS staff member will collect information to help in the decision-making process to determine if a requested accommodation is reasonable and needed to accommodate a disability. At times, SAS staff members may request a brief period of time to review requested accommodations with appropriate University colleagues to ensure best practice.

SAS approves Housing Accommodations for students who would not be able to **live** in a residential space without an accommodation. General comfort, ability to study, and personal preference are not factors for consideration during the Housing Accommodation process.

It is important to note that The University of the South is a residential campus with a general requirement that undergraduate students reside in University housing for all semesters of study in Sewanee. It is not uncommon for the housing inventory to fill to 100% of its capacity. Accordingly, SAS **will not** request any Housing Accommodations that would result in denial of a bed or room for another student (e.g. SAS will not request that an available bed in a double room be unfilled if doing so would result in loss of housing for another student).

After an Accommodation Letter has been issued, a member of the Residential Life team will contact and may request to meet with the student to discuss what rooms are available and to assign the best available accommodating room to the student. Based on the availability of the staff member and/or the state of available rooms in the housing inventory, the waiting period following the issuance of an Accommodation Letter may vary. It is normal for several days to pass between receipt of an Accommodation Letter and contact from the Office of Residential Life, response times may be longer during the summer. *Note:* The Office of Residential Life does not typically meet with incoming new students (first-year and/or transfer) who are issued housing accommodations during the summer prior to their first semester at the University. The office will take any accommodations approved by SAS into account when making housing assignments.

Housing Accommodation Waitlist:

If a room is not available that meets a student's accommodation requirements, Residential Life will add the student to a waitlist. Students with approved Housing Accommodations will stay at the top of the waitlist and will be assigned accommodating rooms as they become available. The University of the South **cannot** remove a student from an assigned room to make an accommodating room available.

If a student with an approved Housing Accommodation is informed they will be on the waitlist, the student's Area Coordinator will reach out to them to inquire about any temporary supports to assist in the meantime. Students should also stay in contact with SAS to consider temporary accommodations to help alleviate disability-related barriers.

Housing Accommodation Renewal:

Students with already approved Housing Accommodations should renew their accommodations between January 1 - March 1 for the next academic year. Students can renew their Housing Accommodations by completing the Accommodation Letter Request Form found on the SAS website under *Current SAS Students*. Residential Life **will not** hold accommodating rooms for students without an updated Accommodation Letter.

Students will not be asked to submit new documentation or complete a new intake form unless they wish to discuss amending their already existing accommodations, but they must renew their request for existing accommodations regardless whether they are seeking new or revised accommodations.

Loss of Housing Accommodation:

On rare occasions, approved housing accommodations must be reviewed. The need for a Housing Accommodation to be reviewed may be due to (but not limited to): failure to comply with [Residential Life Policies](#), [EQB](#), [Rules and Regulations of an ESA Owner](#), or if the information provided through documentation or during SAS intake was false or misrepresented.

Upon review of a Housing Accommodation, SAS will meet with the Director of Residential Life and the Associate Dean of Students to review the concern. On occasion, additional parties (e.g. Director of Community Standards, General Counsel, etc.) may be asked to assist in the decision making process.

Should the student lose their Housing Accommodation the student may reapply as needed with updated information. Students may also appeal the decision to the Dean of Students within 5 class days of the finding being shared with them by emailing dstudent@sewanee.edu a statement of justification for the appeal and any supporting documentation.

Resources:

- [A Student Housing Professional's Guide to Reasonable Accommodations Under the Fair Housing Act](#)
- [Americans with Disabilities Act Title ii](#)
- [Fair Housing Act - Department of Justice](#)
- [Association on Higher Education and Disability](#)