



# ST. FRANCIS COLLEGE

## BROOKLYN HEIGHTS, NEW YORK

### The Office of Accessibility and Accommodations Housing Accommodation Request Guidelines and Procedures

In accordance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, the Fair Housing Act, and all applicable federal, state and city disability laws, the St. Francis College Office of Accessibility and Accommodations (“OAA”) is committed to providing housing accommodations to students who have a qualifying disability in order to ensure they have equal access to the College’s housing, programs, activities and facilities. OAA engages in an interactive process with each student, and reviews requests for reasonable housing accommodations on an individualized, case by case basis according to the documented need and the prevailing standards for reasonable accommodations. Students with documented qualifying disabilities who wish to request reasonable housing accommodations must follow the procedures outlined below. Please note that requesting a housing accommodation does not guarantee that it will be granted.

When applying for reasonable housing accommodations, students are expected to have already applied for College housing and met the requirements and deadlines set by the Office of Residence Life and the College. Applications for housing accommodations must be submitted to OAA via email ([oa@sfc.edu](mailto:oa@sfc.edu)) by **April 15** for returning students and by **July 1** for new students.

- Please be aware that requesting a housing accommodation is a different process from requesting an academic accommodation. For instructions on requesting academic accommodations, please see the General Accommodations Policy and Procedure document.
- Housing accommodations must be requested **each academic year**. Exceptions will be handled on a case-by-case basis. Previously approved accommodations are not automatically renewed (unless they have been previously approved for the same academic year). Updated documentation may be required.

#### Procedure for Requesting Housing Accommodations

- Students must complete and submit the Accommodation Request Form at [https://sfc-accommodate.symplicity.com/public\\_accommodation/](https://sfc-accommodate.symplicity.com/public_accommodation/) **and** the Housing Accommodation Request Form (included below) to OAA. The Housing Accommodation Request Form can be submitted via email ([oa@sfc.edu](mailto:oa@sfc.edu)) or uploaded as part of the Accommodation Request Form.
- Returning students must complete and submit the Accommodations Request Form and a Housing Accommodation Request Form (included below) to OAA each year.
- Students must submit completed forms and supporting documentation from a healthcare provider for reasonable housing accommodations to OAA. Information provided to OAA is kept confidential and will only be shared as necessary to evaluate the housing accommodation request.

#### Important Information about Supporting Documentation

Supporting documentation should be from a licensed, treating provider and describe the connection between the student’s disability and the requested housing accommodation. Documentation should:

- Be recent (within the previous 6 to 12 months from the date of applying for housing).



# ST. FRANCIS COLLEGE

## BROOKLYN HEIGHTS, NEW YORK

- Include a statement identifying the disability-what the condition is and how it was diagnosed.
- Discuss the current functional limitations caused by the disability.
- Identify the current impact of the disability with respect to housing. Does the impairment qualify as a disability that substantially limits the ability to perform one or more major life activities? How and which activities?
- Sufficiently establish a direct link between the underlying condition and the requested housing accommodation.
- Contain a clear and detailed description of the requested accommodation and how the requested accommodation will mitigate the disability and improve functioning. Is the request an integral component of a treatment plan for the condition in question?
- **Contain recommendations for accommodations, adaptive devices, assistive services, compensatory strategies, and/or collateral support services**
- Be signed by a licensed, qualified professional, such as a medical specialist, psychologist or psychiatrist. The license number should be included in the supporting documentation or the professional can submit the documentation on their own letterhead. The professional cannot be related to or have a personal relationship with the student.

Once the information is received, OAA will contact the student with any follow up questions regarding the application or documentation. Please note a student's application will not be reviewed without supporting documentation.

### **Review Process/Reasonable Housing Accommodation Decisions**

The Housing Accommodation Review Committee (the "Committee"), which is comprised of individuals from OAA and the SFC Office of Residence Life, will review a student's housing accommodation request and supporting documentation from his or her healthcare provider.

All housing accommodation requests are considered by the Committee. Please note that providing the College with medical or support information does not guarantee approval of a special housing accommodation request. The Committee will review the information provided and determine if the need can and should be accommodated (i.e., single room, double room, air conditioning, etc.). Additionally, there is no requirement that the reasonable accommodation provided match the requested accommodation.

Students will be notified of the Committee's decision via their SFC e-mail within 10 business days after the Committee meeting. Housing accommodation requests may be submitted at any time, however, requests received and reviewed after the deadlines will be based on housing availability at that time.

Should the student be approved for a reasonable accommodation in housing assignment, the OAA will notify the Assistant Dean and Director of Residence Life & Student Conduct via email. If approved, the Assistant Dean and Director of Residence Life & Student Conduct or designee will assign the student to the appropriate residential space that meets the specific requirements of the student's approved accommodation. Residence Life will notify the student of their housing assignment via email (assignment options are based upon the submission of the application in line with application deadlines). All assignment options are based upon availability.



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# ST. FRANCIS COLLEGE

BROOKLYN HEIGHTS, NEW YORK

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## *Appeal Procedure*

If a student with a documented disability believes that they have not be provided with a reasonable housing accommodation based on access or reasonable consideration, the student should direct their concern via email to Dean Monica Michalski ([mmichalski@sfc.edu](mailto:mmichalski@sfc.edu)) within three weeks of notification of the denial of their accommodation request. The student should provide, in writing, the nature of the concern and any other relevant information to their case.

Dean Michalski will confer with necessary stakeholders, including the student and OAA, to make a determination about the appeal. The student will be notified via email about the outcome of the appeal within ten business days of appeal submission. The decision of Dean Michalski is final.



# ST. FRANCIS COLLEGE

## BROOKLYN HEIGHTS, NEW YORK

### Housing Accommodation Request Form Accessibility and Accommodations

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SFC ID: \_\_\_\_\_ Cell #: \_\_\_\_\_

E-mail: \_\_\_\_\_ Student Status: \_\_\_\_\_ Sex: \_\_\_\_\_

Please indicate your disability: \_\_\_\_\_

Semester/year for which accommodations are being requested: \_\_\_\_\_

Please indicate the housing accommodation you are requesting (e.g., single room, private bathroom).

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Please describe why you are requesting the above housing accommodations. \_\_\_\_\_

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Section 504 & ADA allow colleges to require documentation of a disability in order to determine the most appropriate accommodations that a student will need. The OAA holds all documentation in the strictest confidence and will not release specific information without authorization from the student.



# ST. FRANCIS COLLEGE

## BROOKLYN HEIGHTS, NEW YORK

### Housing Accommodation Request Checklist

All items must be submitted to the Office of Accessibility and Accommodations prior to the due date for priority consideration:

- ☐ Accommodation Registration Request Form
- ☐ Housing Accommodation Request Form
- ☐ Authorization for Release of Information Form
- ☐ Documentation from a licensed professional

#### **For Office Use Only:**

##### Request Outcome

☐ Approved: \_\_\_\_\_

☐ Denied: \_\_\_\_\_

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Student Notified (date): \_\_\_\_\_