

## Residential Living Accommodation Process

Any student requesting residential living accommodations within the residence halls at Stetson would be required to follow the below process to determine the need for the accommodation.

- Student submits residential living accommodation application with Accessibility Services through their Hatter Access Portal. This is located on the Accessibility Services Website. Student uploads documentation from a **relevant** medical/mental health provider that confirms the diagnosis/condition **AND** lists how it impacts the student's access to residential living. See specific information that is required on the next page.
- Once student submits the application, they will receive an automated email to their Stetson account that gives them links to schedule an appointment with an ASC staff member for an initial meeting.
- Student should use the link to schedule an appointment. At this appointment, the ASC staff member will review their application and documentation with them and discuss their needs. Staff will also use the meeting to ask any clarifying questions and gain additional information if needed.
  - **ESA Accommodation Requests:** Accommodation will be determined during the initial meeting.
  - **All Other Residential Living Accommodation Requests:** Following the initial meeting, the staff member will review the student's accommodation request, their documentation, and any other information gained in the initial meeting. This review process may mean seeking further clarification from the student or the provider, getting input from campus partners such as Residential Living and Learning or Campus Life and Student Success, or discussing with other accessibility staff. All specific information regarding the student's condition will remain confidential. Following the review, the student will be emailed a determination within 3-5 business days of their initial meeting with the ASC staff.

**\*\*\*For Residential Living Accommodation Requests we require that the meeting take place either in person or virtually using the Microsoft Teams Platform. Once the appointment is scheduled, if the student is requesting a virtual meeting, then the ASC staff member will send them a Teams link. Student will be requested to have their camera on during the meeting.\*\*\***

If approved, the accommodation will be granted for as long as the student is actively enrolled at Stetson and living on campus.



If not approved, the student will be given the designated process for appealing the decision to the ADA/Section 504 Compliance Coordinator at the University.

### **Residential Living Accommodation Documentation Guidelines**

ADA Residential Living Accommodations are provided to ensure equal access to and equal opportunities with regard to the University's programs and services. Students with documented disabilities can apply for ADA residential living accommodations at Stetson University.

The Accessibility Services Center (ASC) approves residential living accommodations based on **need, not availability**. If an accommodation is approved but not currently available in the Residence Halls, the Residential Living and Learning Office will work collaboratively with the student and the Accessibility Services Center to determine alternatives.

Residential Living Documentation must include **ALL** the following in order for the process to move forward:

- Be in the form of a letter or report from a physician, psychologist, psychiatrist or other medical provider who is qualified to make the diagnosis and is currently treating you for the disability for which you are requesting a residential living accommodation.
- The documentation must state how long you have been under the provider's care.
- The documentation must be on official letterhead.
- The documentation must include the treating provider's signature and license number.
- **All documentation requires the following:** definition of the disability/diagnosis/condition, the functional limitation(s) it causes, and the severity of the limitations in comparison to someone without the impairment.
- Explain how the condition relates to your request for a residential living accommodation. **There must be a direct link established between the condition and your requested residential living accommodation.**
- Clearly state a specific residential living accommodation recommendation because of the condition.
- Include possible alternatives if the requested accommodation is not available.

**Documentation must be uploaded by the student to the Accommodation portal with their application for accommodations.**