



## Requests for Housing and Dining Accommodations (Homewood Campus)

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Students with disabilities may be eligible for accommodations in the University's residence halls and dining commons if they formally request them and provide appropriate supporting documentation. To be eligible for the former, students must meet the deadlines for applying for housing accommodations and follow all policies related to the housing selection process. Late requests for accommodations may be submitted. Such requests will be handled on a case-by-case basis and every effort will be made to grant them.

### Procedure

#### *Registration with Student Disability Services*

1. All students seeking housing and/or dining accommodations must contact the Director of Student Disability Services to arrange an in-person meeting (if possible) or a telephone conversation to discuss the nature of the student's need and the preferred manner for accommodation.
2. Students must then register with the Office for Student Disability Services. They can do so by visiting our website (<http://web.jhu.edu/disabilities>) and clicking the "Register" button. There, they will be asked for their JHU ID and password. After entering them, they must respond to various requests for information, indicate which specific accommodations they are interested in receiving, and upload documentation that meets the *Documentation Guidelines* listed in the section below. Questions related to this process should be directed to the Office of Student Disability Services at (410) 516-4720.

Students should make every effort to be fully registered with the Office for Student Disability Services no later than **May 15<sup>th</sup>** for the receipt of Housing accommodations during Fall Semester.

#### *Housing Accommodations*

1. The Director of Student Disability Services reviews the accommodation request to determine whether the documentation meets the University's Guidelines.
  - a) If the student's documentation meets the Guidelines, the Director contacts the Director of Housing and Operations to begin a discussion about the nature of the accommodation that can be provided.
  - b) If it does not meet the Guidelines, the Director contacts the student with information on where the deficiencies lie and an invitation to submit updated documentation as soon as possible and no later than **June 13<sup>th</sup>** (i.e. two days prior to the start of the Fall housing assignment process). He also contacts the Director of Housing and Operations to make her aware of the situation. NOTE: For certain complicated accommodations requests (e.g. Personal Care Attendants, Service Animals, etc.), the University's ADA Compliance Officer is also contacted for her expert opinion on how the request should be handled.
2. When the Director of Student Disability Services and the Director of Housing and Operations discuss potential accommodations, the former communicates: (1) the nature of the student's disability and its functional impact, (2) what type of accommodation was recommended within the documentation, (3) what type of accommodation the student has requested, and (4) what type of accommodations appear reasonable. The latter shares information on: (1) what types of accommodation are possible given current conditions,

resources, and limitations within the residence halls, and (2) what has been done in the past for students with disabilities similar to the one under discussion.

3. As a function of the discussion, a final decision is made regarding: (a) whether a reasonable accommodation is possible and/or available, and (b) how to implement it.
4. If any form of accommodation is authorized (i.e. either exactly what the student requested or a reasonable alternative to it), the Director of Housing and Operations notifies the student of the accommodations decision via e-mail (referencing the Student Disability Services accommodation request process in doing so) and invites him or her to a telephone conversation to discuss its implementation.
5. If no form of accommodation is authorized (i.e. the accommodation request is denied), the Director of Student Disability Services notifies the student of the decision via e-mail (referencing the Student Disability Services accommodation request process in doing so) and invites him or her to a telephone conversation to discuss the reasons for the denial.

### ***Housing Deadlines***

Deadline for registration with Student Disability Services in the interest of Housing accommodations, including the submission of valid, comprehensive documentation, are as follows:

- Rising sophomores, juniors, and seniors seeking accommodations during **Fall Semester**: February 7<sup>th</sup> \*
- Incoming freshmen and transfer students seeking accommodations during **Fall Semester**: May 15<sup>th</sup>

*\* On-campus housing is not typically provided for rising juniors and seniors. It is only granted to those students whose documented disability supports it as a necessary and reasonable accommodation.*

- Students making new housing accommodations requests for **Spring Semester** who weren't residing on campus during Fall Semester (e.g. Transfer students, Students returning from Leave of Absence, Students returning from Study Abroad) must do so no later than November 15<sup>th</sup>. \*\*

*\*\* Students who are residing on campus during Fall Semester without accommodations, but who wish to be accommodated during Spring Semester must meet this deadline as well.*

Students who were authorized for accommodations during any Fall Semester are guaranteed the same accommodations during their subsequent Spring Semester without having to make an additional request for the accommodation.

Rising sophomores who were authorized for accommodations during previous academic years must formally re-request their accommodations before every Fall Semester, meeting the February 7 deadline listed above. These students will receive a letter from the Director of Housing and Operations in late January, reminding them of the need to make their request. Note: Students seeking continued accommodation need not re-submit documentation of their disability unless previously informed of the need to do so.

Per University policy, juniors and seniors are not normally permitted to live on campus. Rising juniors and seniors seeking to live on campus as an accommodation for a disability must document that their disability-related needs cannot be met through off-campus housing.

### ***Steps for entry of Emotional Support Animals in the Residence Halls***

1. Student's registration with Student Disability Services, including submission of valid documentation supporting the request for the accommodation.
2. Authorization of the accommodation by the Director of Student Disability Services.

3. Initial meeting with Director of Housing and Operations to discuss responsibilities related to owning a support animal in the residence halls. Guidelines provided by the Director of Housing and Operations are reviewed and student provides signature on Guidelines. Entry date for animal is discussed and estimated.
4. Submission of animal's required paperwork to Housing (prior to animal's entry) ([http://web.jhu.edu/administration/jhuoie/disability/service\\_animal\\_housing\\_policies.html](http://web.jhu.edu/administration/jhuoie/disability/service_animal_housing_policies.html)).
  - Proof that animal meets all vaccination requirements as mandated by the Baltimore City Health Department (i.e. standard vaccination record from vet).
  - Documentation from a licensed veterinarian that the animal is in good health (i.e. brief letter from vet).
  - Contact information for an alternative caregiver for the animal in case of an *emergency* (e.g. a hospitalization). Note: The student must take his or her animal along on any *planned* trips off campus.
  - Recent digital picture of animal.
5. Confirmation from Director of Housing and Operations that all paperwork is in order.
6. Dissemination of information on animal to staff members in Housing, Residence Life, Maintenance, Custodial, and Allied Barton.
7. Entry of animal into residence halls.

### ***Dining Accommodations***

1. As above (see *Housing Accommodations*), the Director of Student Disability Services reviews the accommodation request to determine whether the submitted documentation meets the University's Guidelines (see section below).
  - a) If the student's documentation meets the Guidelines, the Director of Student Disability Services contacts the Director of Dining Services and helps arrange a meeting between that Director and the student, so they can discuss the nature of the accommodations that can be provided.
  - b) If the student's documentation does not meet the Guidelines, the Director contacts the student with information on where the deficiencies lie and an invitation to submit updated documentation. He also contacts the Director of Dining Services to make him aware of the situation. NOTE: For certain complicated accommodations requests, the University's ADA Compliance Officer is also contacted for her expert opinion on how the request should be handled.
  - c) Every effort should be made by students to meet the following deadlines for accommodation requests for the impending Fall semester: Rising Sophomores (February 7<sup>th</sup>); Incoming Freshmen (August 15<sup>th</sup>).
2. When the Director of Student Disability Services contacts the Director of Dining Services, he shares information on: (1) the nature of the student's disability and its functional impact, (2) what type of accommodation was recommended within the documentation, and (3) what type of accommodation the student has requested. The Director of Dining Services shares information on: (1) what types of accommodations are possible given current conditions, resources, and limitations within the dining commons, and (2) what has been done in the past for students with disabilities similar to the one under discussion.
3. As a function of the discussion between the student and the Director of Dining Services, a final decision is made regarding what can be done to accommodate the student's needs.
4. If any manner of formal accommodation is recommended by the Director of Dining Services, he fills out the JHU Dining Services Meal Plan Accommodation Tracking and Decision Form, indicating the type of accommodation that will be provided, and E-mails it to the Director of Student Disability Services. That Director sends a follow-up E-mail to the student, confirming the nature of the accommodation agreed upon and Cc'ing the Director of Dining Services.
5. If no formal accommodation is actually required as a function of the standard way Dining Services does business, the Director of Dining Services fills out the same form, indicating that no accommodation is

necessary to meet the student's needs. The Director of Student Disability Services sends a follow-up E-mail to the student, confirming that this is the case and Cc'ing the Director of Dining Services.

Note: Students who were authorized for accommodations during any Fall Semester are guaranteed the same accommodations during their subsequent Spring Semester without having to make an additional request for the accommodation.

Note: Rising sophomores, juniors, and seniors who were authorized for accommodations during previous academic years must formally re-request their accommodations before every Fall Semester. Students seeking continued accommodation need not re-submit documentation of their disability unless previously informed of the need to do so.

### ***Appeals of Accommodation Decisions***

If the student is dissatisfied with the nature of the accommodations s/he has been offered or displeased with having been denied any sort of accommodation, the student is offered the opportunity to speak with the University's ADA Compliance Officer in the Office of Institutional Equity.

- If the student expresses interest in doing so, the Director of Student Disability Services contacts her immediately to apprise her of the situation and to forward her the student's documentation.
- He also contacts the Director of Housing and Operations and/or the Director of Dining Services, as appropriate, so they can provide the Disability Services Officer all the information they possess on the situation.
- The Disability Services Officer decides whether an accommodation (or a different accommodation) is due, whether additional documentation is required, etc. and informs all parties.

### ***Documentation Guidelines for Students Requesting Housing and Dining Accommodations***

Students with disabilities who need specific accommodations or modifications to their Residence Hall and Dining Services Agreement due to their diagnosed disability or medical condition will need to submit additional documentation that specifically addresses this requested accommodation.

Accommodations are made on a needs-based and space availability basis. The required documentation needs to be submitted directly to Disability Services.

#### **Required Documentation**

- 1) Students must first complete the Disability Services On-Line Registration process with as much detail as possible.
- 2) Students are required to submit documentation supporting their need for this accommodation. Students may refer to the Disability Services website (<http://web.jhu.edu/disabilities>) for general documentation guidelines.
- 3) If submitted documentation does not provide sufficient supporting information for a housing and or dining accommodation, an additional letter from a medical professional may be required that includes information the following:
  - a. A current diagnosis, a history this is the basis for the request and a documented prognosis.
  - b. Description of the current impact as it relates to meeting the various demands of a living and learning environment.
  - c. Expected progression or stability
  - d. Functional living skills ( ADL's)
  - e. Notation of any required medical equipment
  - f. Notation of medications, potential impact and side effects
  - g. Implications of existing co-morbid conditions

- h. Student has current, substantial disability-based limitations that relate to the residential hall and/or dining environment.
- i. What is the current impact on the student's functioning if they do not have the requested accommodations?
- j. Student's current treatment, medication, and/or other mitigating measures used or recommended by the provider as they relate to the disability and housing/dining needs.
- k. A complete description of the desired accommodation or modification and discussion of why this is necessary (including why the student's needs cannot be met without this accommodation or modification and the consequences of not receiving it)
- l. Is the impact of the condition life threatening if not met?
- m. Is there a negative health impact if the request is not met?
- n. Is the request an integral component of a treatment plan for the condition in question?
- o. Are there possible alternatives?

Students requesting accommodations to their meal plan will be required to meet with Dining Services staff to walk through the options they can provide and to address the areas of concern as part of the documentation process.