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## Housing Accommodation Policy and Procedure

Assumption College is committed to providing reasonable accommodations to all students with disabilities including housing accommodations.

Housing accommodations are individually determined and based on the functional limitation(s) that are identified by the student and confirmed by a physician or other qualified professional. It is at the discretion of Assumption College and the Student Accommodations Committee to determine accommodations as reasonable, in accordance with the Americans with Disabilities Act as Amended and Section 504 of the Rehabilitation Act.

Any student requesting a housing accommodation is required to complete a Student Application and submit a Qualified Practitioner Form completed by a physician or qualified professional. It must include diagnosis and support for the requested accommodation(s). Both forms shall be completed and submitted electronically to the Office of Residential Life.

Returning student forms are due in late January; new student forms are due in mid-June. Exact due dates change based on the academic calendar and are indicated on the forms. No determination of accommodation will be made until both of these forms have been completed in full and are received by the Office of Residential Life by the indicated deadline. Housing accommodations are reviewed on an annual basis, new applications must be submitted each year for review. Forms submitted late will be reviewed after housing assignments are completed.

The Student Accommodations Committee is comprised of representatives from Residential Life, Health Services, Student Development and Counseling and chaired by the Director of Student Accessibility Services who serves as technical advisor and facilitator; the Chair does not vote.

The student is informed of the Committee's decision via email from Residential Life. If the student believes that the request for accommodation has not been met, he or she may appeal. Appeals must be received in writing by the Dean of Undergraduate Studies within 7 working days of the Committee's communication. The Dean of Undergraduate Studies then assembles and chairs the Student Accommodations Appeals Committee, consisting of objective representatives from Student Affairs. The Dean of Undergraduate Studies will notify the student in writing of the Appeals Committee's decision. The appeals process will be completed within 30 days from the date the appeal is received by the Dean of Undergraduate Studies. The decision of the Student Accommodations Appeal Committee is final.