

Housing Accommodation Policy

Capital University is a residential campus and recognizes residency as an integral part of the educational experience for students. Therefore, students who are enrolled in full-time, undergraduate courses are required to maintain residency, living in University residence halls, apartments, or houses for the duration of enrollment as an undergraduate, unless students meet the criteria for a Housing Release set forth in the Capital University Housing Policy. Capital University recognizes that living in a traditional residential campus setting may not always meet every student's housing needs. For this reason, the following policy has been created.

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Capital University (or the "University") recognizes the importance of providing reasonable accommodations in its housing policies and practices where necessary for students with disabilities to have full access in University housing. This Policy explains the specific requirements and guidelines that govern requests for reasonable accommodation in University housing. Capital University reserves the right to amend this policy at any time as circumstances require.

Accessibility Services (AS) is responsible for evaluating whether to grant or deny requests for reasonable accommodation in University housing. In evaluating the request, Accessibility Services will consult with the Office of Residential and Commuter Life ("Residential Life"), as necessary, to determine whether the requested accommodation is necessary and reasonable. Students with a disability who reside or intend to reside in University housing who believe they need a reasonable accommodation must contact Accessibility Services.

Procedure

A. Requests for reasonable accommodation in University housing policies and practices are governed by the following requirements:

1. Requesting a Housing Accommodation

- a. A student with a disability must complete the Accommodation Request Form to request a reasonable accommodation. If the student requires assistance in completing the form because of their disability, Accessibility Services will provide assistance in completing the form.
 - i. Students who have never submitted an accommodation request should complete the public accommodation request form: https://capital-accommodate.symlicity.com/public_accommodation/
 - ii. Students who have previously submitted an accommodation request should submit an additional accommodation request form on their Accommodate portal: <https://capital-accommodate.symlicity.com/students>

1. Log in > select *Accommodation* > select *Additional Accommodation Request* > select Add New
 - b. Capital University will accept and consider requests for reasonable accommodation in University housing at any time. The student making the request for accommodation should complete the Accommodation Request Form as soon as practicably possible before moving into University housing. However, if housing accommodations are approved after the Housing Accommodation Deadline set forth by AS and Residential Life, the University cannot guarantee that it will be able to meet the student's accommodation needs during the first semester or term of occupancy.
 - c. If the need for the accommodation arises when a student already resides in University housing, they should contact AS and complete the Accommodation Request Form as soon as practicably possible. The University cannot guarantee that it will be able to meet the accommodation needs during the semester or term in which the request is received.
2. Information/Documentation that may be Requested for Housing-Related Reasonable Accommodation Requests
 - a. Obvious Disability: If the student's disability and the necessity for the accommodation are obvious (e.g., an individual with a physical disability using a wheelchair needs an accessible room), the student needs only to explain what type of accommodation they are requesting. No disability documentation and/or necessity is required under these circumstances.
 - b. Non-Obvious Disability/Necessity
 - i. If the disability is obvious but the need for the accommodation is not obvious, the University may require the student to submit the Disability Documentation Form or provide documentation that conveys similar information from a health care provider or other professional who can verify that the requested accommodation is necessary to provide the student equal access in University housing. (See Accessibility Services Documentation Policy).
 - ii. If the disability and necessity for the accommodation are not obvious, Accessibility Services will require the individual to complete the Disability Verification Form and designate a health care provider or other professional (e.g., a physician, optometrist, psychiatrist, psychologist, physician's assistant, nurse practitioner, or nurse), who can verify that the individual has a disability and that the requested accommodation is necessary to provide the individual equal access in University housing.
 - iii. If the third party returns documentation without sufficient information for Accessibility Services to determine whether an accommodation is necessary, Accessibility Services will inform the individual in writing of the verification's insufficiency and may request additional information, including speaking directly with the individual supplying the third-party verification.
 - iv. The individual making the request for accommodation must cooperate with AS in a timely manner in providing all information needed to determine whether the requested accommodation is necessary.

- v. Students who submit the request form will meet with an AS staff member to engage in an interactive process regarding the accommodation request.
 - vi. Accessibility Services may consult with Residential Life, Dining Services, Facilities, or other relevant offices when necessary.
- 3. Students will receive written notification of the accommodation determination to their University email address. Each request is considered on a case-by-case basis and accommodations are determined based on the reasonableness and necessity for equal access in University housing.
 - a. The University cannot guarantee that it will be able to meet the accommodation needs during the semester or term of occupancy for housing accommodations approved after the Housing Accommodation Deadline.
 - b. Students who wish to renew housing accommodations must submit an Additional Accommodation Request on Accommodate prior to the Housing Accommodation Deadline each year set forth by AS and Residential Life.