

STUDENT ACCESSIBILITY CENTER

HOUSING ACCOMMODATION POLICY

POLICY

Some disabilities may occasionally make it necessary for a student to receive a housing accommodation. As such, requests for housing accommodations are considered on a case-by-case basis.

The SAC considers accommodation requests for housing accommodations based on submitted documentation, discussions with the student, and information provided by Residence Life. It is the responsibility of the student to submit documentation from a licensed professional. The SAC does not consult directly with licensed professionals. Submission of documentation does not automatically qualify students for housing accommodations.

PROCEDURE

Students request specific accommodations upon registering with the SAC. If a student requests a housing accommodation, the student's assigned accessibility specialist will conduct a discussion related to their request during an appointment with the student. Students can schedule this appointment with the accessibility specialist in Accommodate. If a student is already registered with the SAC, additional documentation may be required to add this accommodation to their record.

Approval:

In determining the reasonableness of the initial approval of this accommodation, the following process will ensue:

1. The SAC will collect information from the student's SAC registration forms regarding the impact of their disability.
2. The SAC will review supporting documentation from a treating physician and may request additional documentation. Documentation from licensed professionals does not automatically qualify a student for a housing accommodation.
3. The SAC will meet with the student to discuss their documentation and narrative.
4. The accessibility specialist will convene with Residence Life to determine reasonable accommodations based on the student's narrative, documentation, and information provided by Residence Life
5. The accessibility specialist will notify the student of their decision via email.
6. Residence Life will receive a copy of the student's letter of accommodation and will make the necessary adjustments.

If a student is seeking a housing exemption:

7. The student will complete the [“Request for Exemption” form](#) which can be found on Residence Life’s page on the Loyola website
8. The accessibility specialist will be notified when the student has submitted the form and will add the SAC’s recommendation to said form.
9. Residence life will process the exemption request and make any necessary changes to the student’s existing housing plans.

Note: If a student would like to pursue an appeal of the original accommodation decision, they should follow the Appeal Process located on the SAC’s webpage in the [Accommodate Resource Library](#).