



University Housing Accommodations Procedure

Procedure for Requesting University Housing Accommodations

1. Students must self-identify to the Office of Disability Services (DS) the need for accommodation(s).
2. Students who self-identify to the Office of Residence Life should be referred to DS for assistance.
3. Students must complete and submit an online Request for Accommodations and recent records from a qualified, licensed professional familiar with their condition. The records must make a clear connection between the stated disability and the requested accommodation(s). Requests for assistance animals must include evidence that the animal has been spayed/neutered and is up to date with required vaccinations.
4. Students who make housing requests and submit supporting documentation as far in advance as possible will receive preference as housing placements are made.
 - Requests for emotional support animals should be made at least 30 days before housing for the animal is needed
5. Students with an apparent (visible) disability are not required to present documented medical evidence of their disabling condition. However, the Director of DS/designee may request recommendations for accommodations from the student's treatment provider.
6. The Director of DS/designee will review all provided documentation and discuss the accommodation request with the student.
7. The Director of DS/designee will make a formal recommendation for accommodation to the Office of Residence Life. A copy of the recommendation will also be provided to the student.
8. Students with approved housing accommodations will receive Priority Housing Registration for upcoming academic terms. These students will be permitted to select their housing option on the first day of the sign-up period.
9. Late requests will be accepted and considered, however fewer reasonable accommodation options may be available at later points in the academic year.

The University will make reasonable efforts to accommodate late requests as space becomes available.

10. Denial of a requested accommodation will be formally documented and provided to the student. The student may appeal the denied accommodation to the Dean of Students as outlined under the grievance procedures in the ATU Student Handbook.