

## HOUSING ACCOMMODATION POLICY

### Purpose

A vibrant residence life culture is an essential component of the character and culture of the University of Mary as a residential campus enjoyed by the students who live on-campus as well as those who live off-campus. At the University of Mary, students who live on-campus report high levels of satisfaction. Students provide high marks for a variety of benefits for living on campus, including the opportunity to be with friends, proximity to classes, the dining facilities, chapels, the library, fitness and recreation facilities, and the convenience of not having to cook and shop for groceries. Students also give high marks to the care provided by the residence life staff.

However, for a variety of reasons, students may need housing accommodations in order to fully participate in the educational experience. These accommodations may include single rooms, rooms with access to a kitchen, rooms with a private kitchen and/or bathroom, or other reasonable accommodations. Students with questions about housing accommodations, or any other accommodation, should contact [Student Accessibility Services](#).

### Statement of Policy

The University of Mary is committed to providing equal access to its Residence Life Program for all students, regardless of the student's status with regard to disability. Consistent with the requirements under the Americans with Disabilities Act and other relevant state and federal laws, the University makes reasonable accommodations to its facilities and programs. Students who need accommodations should contact Student Accessibility Services to make a request. Student Accessibility Services is located on the lower level of Welder Library. To ensure that accommodations are in place for a specific term, the student should submit requests by the deadlines established in this policy. It may take up to 60 days after a request is made and documentation is submitted for an accommodation to be processed. Requests submitted after the deadline may not be available at the start of the next term and will follow the same 60-day timeline. Applications for accommodations due to temporary disabilities resulting from an unexpected accident, injury, illness, hospitalization, or other conditions should be submitted to the same office.

### Types of Accommodations

The University has implemented policies to ensure compliance with Title II of the Americans with Disabilities Act relating to nondiscrimination on the basis of disability with regard to accessibility to public facilities.

The University is committed to providing accommodations that are medically necessary in order to provide equal access to education. It is important to note that the University of Mary considers the accommodation process as one where the goal is to allow the student to fully participate in the education experience. In other words, the University's goal is to remove barriers as is medically necessary, not to remove the educational experience entirely. To that end, medically necessary accommodations such as single rooms, rooms with access to a kitchen, rooms with a private kitchen and/or bathroom, or other reasonable accommodations may be requested through the process below. All medically necessary

accommodations require medical documentation. Students should consult Student Accessibility Services if requesting any of these medically necessary accommodations.

Note Regarding Service Animals

The definition<sup>1</sup> of “service animal<sup>2</sup>” states the Department of Justice’s longstanding position that emotional support animals are not included in the definition of “service animal.” The provision of emotional support, well-being, comfort or companionship does not constitute work or tasks for the purposes of the definition of service animal.

Process for Housing Accommodation Requests

There is a difference between students desiring certain housing preferences and the need for a medically necessary accommodation. Students can submit certain housing preferences through the housing application process. Questions about these preferences can be directed to the Director of Residence Life at [housing@umary.edu](mailto:housing@umary.edu).

For medically necessary accommodations, students must submit a completed application and supporting medical documentation to the Student Accessibility Services Coordinator by the appropriate deadline as described below. This process must be completed each academic year. Applications received after the deadline may be denied due to limited resources.

<b>New/Transfer Student Deadline</b>	Summer Deadline: March 1
	Fall Deadline: June 1
	Spring Deadline: November 1
<b>Returning Student Deadline</b>	Summer and Fall Deadline: March 1
	Spring Deadline: November 1

A completed application form must be accompanied by documentation from a medical provider. The provider must meet the following criteria:

1. Have first-hand knowledge of the student’s condition
2. Be licensed in North Dakota or the state in which the student resides as determined by the student’s official permanent address
3. Have an ongoing treatment relationship with the student, defined as at least 3 months or more
4. Be free of any conflicts of interest
5. Diagnose the disabling condition within their scope of practice (e.g., mental health conditions would be diagnosed by a LCSW, PsyD, or LPC)

Additionally, the documentation requirement may be satisfied in one of the two following ways:

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<sup>1</sup> [28 CFR § 35.104](#)

<sup>2</sup> *Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler’s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.*

1. A completed Verification of Disability Form, or
2. A letter on official letterhead from the student's current licensed healthcare provider. The letter must include the:
  - student's disability with ICD-10 code(s),
  - provider's role in the student's healthcare management (e.g., primary care),
  - prognosis of the disability,
  - impacted Major Life Activities,
  - functional limitation(s) or barriers created by the disabling condition,
  - need for accommodation(s) based on barriers or functional limitations,
  - reasonable measures the student is using to mitigate the limitations caused by their disability,
  - recommended medically necessary housing accommodation,
  - specific animal prescribed as an ESA (Emotional Support Animal), if applicable,
  - medical provider's credentials and license number, and
  - medical provider's signature and date

After submitting a completed application, the student must schedule an appointment with the Student Accessibility Services Coordinator to participate in the required interactive process to determine the need for the student's requested accommodation. The Housing Accommodation Committee will meet to determine whether the student has properly followed all the steps above and has met the criteria to be granted the requested housing accommodation. The student will be informed of the determination by the Student Accessibility Services Coordinator.

Students determined as eligible at any point after the housing accommodation application deadline has passed may find that the accommodation(s) are not available in a timely manner as housing options could be limited. However, the University will strive to prioritize these requests over other, non-disability related housing requests prior to releasing housing assignments. When assigning housing, the University will prioritize a student's medically necessary accommodation over other housing requests such as specific residence hall or roommate requests.

#### Temporary Housing Accommodations

In certain situations, such as post-surgery or an injury impacting mobility, the University may be able to grant temporary housing accommodations. Students in need of temporary housing accommodations (less than one semester) must complete the same process as described above.

#### Exemptions to Residency Requirement

Occasionally, medical conditions may make it necessary for a student to be exempt from the residency requirement. The decision to approve an exemption is made individually through the interactive process using the treating healthcare provider's information. The interactive process discussion will include the barriers the student's medical condition creates and previous strategies the student has used to manage the condition and overcome those barriers. The student may be asked to consider whether other arrangements on campus might be as effective. The student may be asked to try these alternative arrangements for a semester before an exemption is granted.

#### Students with Previously Granted Housing Accommodations

Students with a previously granted housing accommodation must complete the Housing Accommodation Student Application each year that the accommodation is desired. Students with certain permanent conditions may not be required to resubmit the Verification of Disability Form.

Appeal Process

Students who desire to appeal should review and complete the Housing Accommodation Appeal Process.

**Approved**

31 January 2024 by the President of the University

9 February 2024 by the Board of Trustees

5 February 2025 revised by the President of the University

20 February 2025 delivered to the Shared Governance Council