



Mount Mary University provides a climate of equal opportunity to all of its programs activities and services and is in full compliance with the Americans with Disabilities Act (ADA) as amended in 2008 in section 504 of The Rehabilitation Act of 1973. University housing provides accessible housing for a student with a disability as defined by these laws the student must provide documentation from a licensed qualified professional that substantiates that the student has a physical or mental impairment that substantially limits major life activity and that the requested accommodation is necessary to afford the student equal access.

According to the ADA, a disability is defined as any mental or physical impairment that substantially limits the individual and major life activity compared to the average person there must also be a legitimate connection between the disability and the requested accommodation.

The office of Accessibility Services and Residence Life will make every effort to meet housing requests for students with disabilities however, some accommodations may be limited to housing availability.

The process outlined below is for a student who is requesting a room accommodation for housing. There is a different process for requesting emotional support animal or meal plan accommodation. Please contact the Director of Accessibility Services for more information.

- 1) Complete the new housing application and indicate that you require an accommodation.
- 2) Obtain documentation. To request a reasonable accommodation for housing the student must have qualified third party (e.g. Medical doctor, psychiatrist, psychologist, licensed counselor etc) who is treating the student provide documentation that outlines the impact that the student's disability has on their housing experience. If it is necessary for the University to request a second professional opinion the Director will assist with the referral process. The University reserves the right to deny accommodations until all of the necessary documentation is received. The student is responsible for any costs associated with obtaining documentation.
- 3) Provide the documentation to the Director of Accessibility Services for review. Please note that the request for reasonable accommodations may be submitted at any time however Residence Life has a limited number of rooms (e.g. single rooms with bathrooms), once housing has been assigned students are not reassigned to accommodate accessibility requests. It is advisable to make your housing request as soon as possible. Please note that accommodation requests typically require four weeks' timeframe in order for



providers to release the necessary documentation. Once the University receives all necessary documentation the Director of Accessibility Services will review the materials for accommodation. The student may ask to meet with the Director of Accessibility Services to discuss housing accommodations.

4) Once the accommodation has been approved the Director of Accessibility Services will communicate this to the Residence Life staff. The Residence Life staff will work directly with the student to assure the approved accommodations are being met. The Director will not disclose the nature of the disability only that the student has a disability and requires a specific housing accommodation.

5) Students who are requesting ongoing accommodations and housing such as AC units, retaining their same room from year to year, will need to inform Residence Life staff of their request to maintain housing and their accommodations.

6) Appeal: to appeal the accommodation request please see the detailed appeal process and MMU's policy for Accessibility Services.