

# HOUSING ACCOMMODATIONS

## NEW ACCOMMODATION REQUEST

The University of Southern Indiana will accept and consider requests for reasonable accommodation in University Housing at any time. The individual student making the accommodation request should make the request and provide appropriate supporting documentation to Disability Resources before moving into University Housing, generally at the time of housing application. However, if the accommodation request is made after the priority deadline, the University cannot guarantee that it will be able to meet the individual student's accommodation needs during the first semester of occupancy.

To determine appropriate accommodations for students with disabilities residing within University Housing, it is often necessary for Disability Resources to obtain information about the nature of a student's disability, its impact, and the student's disability-related needs within the residential environment from the student's doctor, mental health provider, or other medical professional.

### Housing Accommodation Process Overview:

- Apply and Contract for University Housing.
- Contact Disability Resources.
- Disability Resources will review the request and documentation and enter into an interactive process with the student. Staff may correspond, request additional information, ask more specific questions of the student, or request to meet with the student to discuss their needs.
- Disability Resources will inform the student and University Housing of any approved housing accommodations.
- The student will participate in the room selection process and attempt to self-select a space that meets their preferences and any approved accommodations (See Timeline for Room Selection and Renewal for relevant dates.)
- If the student is unable to self-select a space that meets their approved accommodations during the room selection process, they should contact University Housing at [living@usi.edu](mailto:living@usi.edu) for support with identifying a housing assignment that meets their approved accommodations.

*Note: This procedure includes Emotional Support Animal accommodations. Please see Housing website for Service Animal process.*

Priority Accommodation Deadline for Returning Residents	Priority Accommodation Deadline for New Residents
Fall semester – February 1	Fall semester – May 1
Spring semester - December 1	Spring semester - December 1
Summer terms - April 1	Summer terms - April 1

## RENEWING ACCOMMODATION REQUEST

In previous years at USI, a student was able to receive accommodations once they registered with Disability Resources until the day they graduated. We realize that circumstances may change, and accommodations may need to be updated from year to year as student circumstances change. To ensure accommodations remain effective for each student, we are asking each individual student to complete the **Accommodation Renewal Form** each year that they will want to receive accommodations. This form will allow students to request accommodations they have received previously. Please contact Disability Resources to request an Accommodation Renewal Form. Completing this form by the accommodation deadlines will result in students being able to receive accommodations from the first day of classes during the Fall semester until the last day of the full summer term.

Disability Resources staff may need to meet with students individually to clarify or evaluate requests and will reach out if necessary. To make the best use of your accommodations, it is strongly recommended you fill out this form as soon as possible. You will not receive accommodations until this form is received. You are allowed to fill out this form at any given point in the semester, but remember that accommodations are not retroactive, so to make the most efficient use, please ask early! If you have questions or need assistance, please contact us.

### Housing Accommodation Renewal Process Overview:

- Apply and Contract for University Housing.
- Contact Disability Resources to request the **Accommodation Renewal Form**.
- The student will participate in the room selection process and attempt to self-select a space that meets their preferences and any approved accommodations (See Timeline for Room Selection and Renewal for relevant dates.)

*Note: This procedure includes Emotional Support Animal accommodations. Please see Housing website for Service Animal process.*

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