

Housing Accommodation Information

Residential learning is an integral part of the Bushnell University experience, and the University has a three-year residency requirement for all daytime undergraduate students.

Below is information about housing accommodation requests. Our goal is to provide Bushnell students with access to a safe and supportive living environment that promotes community responsibility, learning to share space, resolution of conflict in a mature way, and consideration of others.

Residence Life and Accessibility Services reviews all housing accommodation requests on a case-by-case basis. Each request will be considered individually, and the information is kept confidential to members of the Residential Accessibility Committee.

Process for Submission of Requests

Students must submit housing accommodation requests by the deadlines set by Residence Life.

1. Students need to complete the [Student Housing Accommodation Request Form](#) requesting accommodation.
2. The Accessibility Coordinator will contact the student and set up a meeting. In this meeting, the student will be asked to provide a self-report of the barriers they face in the housing environment. The Accessibility Coordinator will ask the student questions to understand and gather information.
3. In some cases, a disability is not apparent, or the relationship between the disability and requested accommodation is not apparent. In these cases, the Accessibility Coordinator will request additional documentation. This documentation may be the Care Provider Housing Accommodation Form, or a letter written by a qualified care provider on the student's behalf.
 - Letters from a care provider should include:
 - o Official letterhead
 - o Provider's licensing state, number, area of specialization, and signature
 - o Clearly state that the student has a physical or mental condition that meets the Fair Housing Act's definition of disability.
 - o Description of functional limitations the student experiences as a result of their disability.
 - o Accommodation recommendations that would remove barriers for the student in the housing environment.

- o Relationship between the disability and need for the requested accommodation for the equal use and enjoyment of university housing.
- o Documentation must be provided in English. Documents that require translation must be translated by a certified translator, at the expense of the student.

Documentation may not be completed by a family member. It should be provided by a qualified provider who is knowledgeable in the area of the student's diagnosis.

How Decisions are Made

Functional Limitations and Level of Need

1. Meets the Fair Housing Act's definition of a person with a disability as, "a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such an impairment."
2. Does the request center on room adaptations necessary for safe and independent occupancy in campus housing?
3. What is the likely impact on academic performance if the request is not met?
4. What is the likely impact on social development if requests are not met?

Timing of Request Completion

- Incoming Students
 - o For incoming students requesting accommodations starting in the fall term, the housing accommodations request process needs to be completed by May 31.
 - If students apply for disability-related housing accommodations after May 31, accommodation implementation will be on an "as available" basis.
- Returning Students
 - o For returning students requesting accommodations for the next academic year, the housing accommodations request process needs to be completed by March 1.
 - If students apply for disability-related housing accommodations after March 1, accommodation implementation will be on an "as available" basis.

Single Room Accommodation

Requests for a single room as an accommodation based solely on a desire to have a "quiet, undisturbed place to study", "reduced distraction environment" "undisturbed

place to sleep or unwind” generally will not be granted. Due to the nature of shared spaces and the number of people living on campus, a private room cannot guarantee a quiet, distraction-free environment any more than a regular double room.

Meal Plan and Apartment Accommodations

Requests for a kitchen or reduced meal plan based on a student’s preference to cook their own meals generally will not be granted. Requests will be considered on a case-by-case basis and evaluated to determine if a dietary need can be met with current campus dining options.

Service & Emotional Support Animals

The only pets allowed in campus housing are fish that live in an aquarium of 30 gallons or less. Other small aquatic animals (such as frogs or snails) may be acceptable upon approval from the Resident Director. This does not apply to residents who need a service animal or an Emotional Support Animal (ESA) as defined on the Accessibility Services website. Generally, only one ESA is approved per student. Typically, ESAs are common domesticated animals like cats and dogs. Determinations will be made on a case-by-case basis by the Residential Accessibility Committee. To begin the approval process for an ESA or registration of a service animal, students should reach out to the Accessibility Services Office. ESA requests require documentation of disability/condition. For more information about service animals and ESAs, please contact the Accessibility Coordinator.

Justification for any requested housing accommodation should focus on the requesting student's experience and needs, rather than impacts on potential roommate(s) or others.