

UNIVERSITY HOUSING REASONABLE ACCOMMODATION POLICY

Kansas State University is committed to granting reasonable accommodations to its rules, policies, practices, or services when such accommodations may be necessary to afford students with disabilities¹ the equal opportunity to use and enjoy University housing. A reasonable accommodation is a change or exception to a rule or policy that is necessary because of a student's disability to afford the student an equal opportunity to use and enjoy university housing.

This policy explains the requirements and guidelines that govern requests for reasonable accommodation in University housing. The University reserves the right to amend this policy as circumstances may require.

Procedure for Requesting a Reasonable Accommodation in University Housing²

The Student Access Center ("SAC") is responsible for evaluating whether to grant or deny requests for reasonable accommodation in University housing. Individuals with a disability who reside or intend to reside in University housing who believe they need a reasonable accommodation must contact SAC.

Requests for reasonable accommodation in University housing policies and practices are governed by the following requirements:

1. Requesting a Housing Accommodation

- a. An individual with a disability should complete the "Form to Request a Reasonable Accommodation in University Housing" (the "Request Form") to request a reasonable accommodation. Copies of the Request Form are available from SAC at 202 Holton Hall, and are available here:

<http://www.k-state.edu/accesscenter/students/accommodations/Housing-Request.pdf>.

If the individual requires assistance in completing the Request Form because of his/her disability, SAC will provide assistance in completing the form.

- b. The University will accept and consider requests for reasonable accommodation in University housing at any time. The individual making the request for accommodation should complete and provide the Request Form to SAC as soon

1 For this purpose, a person with a disability is defined as a person with a physical or mental impairment that substantially limits one or more major life activities.

2 This procedure does not apply to requests for service animals under the ADA.

as practicably possible before moving into University housing. However, if the request for accommodation is made fewer than 60 days before the individual intends to move into University housing, the University cannot guarantee that it will be able to meet the individual's accommodation needs during the first semester or term of occupancy.

- c. If the need for the accommodation arises when an individual already resides in University housing, he/she should contact SAC and complete the Request Form as soon as practicably possible. The University cannot guarantee that it will be able to meet the accommodation needs during the semester or term in which the request is received.
- d. Absent exceptional circumstances, SAC will attempt to provide a written response to a reasonable accommodation request within fourteen (14) business days of receiving the information described in paragraph 2 below.

2. Information that May Be Requested for Housing-Related Reasonable Accommodation Requests

SAC shall limit its requests for information to only the information necessary to verify whether the individual making the request has a disability and/or to evaluate if the reasonable accommodation is necessary to provide the individual an equal opportunity to use and enjoy University housing.

- a. Obvious Disability: If the individual's disability and the necessity for the accommodation are obvious (e.g. an individual with a physical disability using a wheelchair needs an accessible room), the individual need only explain what type of accommodation she is requesting. No verification of disability and/or necessity is required under these circumstances.
- b. Non-Obvious Disability/Necessity
 - i. If the disability is obvious but the need for the accommodation is not obvious, SAC may require the individual to fill out the Reasonable Accommodation Verification Form for University Housing ("Verification Form") and designate a reliable third party who can verify that the requested accommodation is necessary to provide the individual an equal opportunity to use and enjoy University housing, but may not seek information about the individual's disability.
 - ii. If the disability and necessity for the accommodation are not obvious, SAC will require the individual to fill out the first part of the Verification Form and designate a reliable third party who can verify that the individual has a disability and that the requested accommodation is necessary to provide the individual an equal opportunity to use and enjoy University housing.

- iii. A reliable third party is someone who is familiar with the individual's disability and the necessity for the requested accommodation. A reliable third-party includes, but is not limited to, a doctor or other medical professional.
- iv. Absent exceptional circumstances, within seven (7) business days of receiving the completed Verification Form from the third-party, the Director of SAC, after consultation with appropriate university persons, will determine if the accommodation is necessary because of a disability to provide the individual an equal opportunity to use and enjoy University housing.
- v. If the third party returns the Verification Form without sufficient information for SAC to determine whether an accommodation is necessary, the Director of SAC will inform the individual in writing of the verification's insufficiency and may request additional information, including speaking directly with the individual supplying the third-party verification, within seven (7) business days of receiving the verification.
- vi. The individual making the request for accommodation must cooperate with SAC in a timely manner in providing all information needed to determine whether the requested accommodation is necessary.

3. Determination of Reasonableness

- a. SAC may deny the requested accommodation if it is unreasonable. SAC may consult with Residence Life to determine if implementing the requested accommodation is reasonable.
- b. An accommodation is unreasonable if it: (1) imposes an undue financial and/or administrative burden; (2) fundamentally alters university housing policies; (3) poses a direct threat to the health and safety of others or would cause substantial property damage to the property of others, including University property; and/or (4) is otherwise unreasonable to the operation of the University.

4. Approval of Accommodation

- a. If SAC determines a requested accommodation is necessary and is not unreasonable, it will contact the individual, in writing, within seven (7) business days of its determination, and if necessary, will facilitate a meeting with Housing & Dining to discuss implementing the accommodation.

5. Denial of Accommodation/Appeal

- a. If SAC determines a requested accommodation is necessary but unreasonable, SAC will contact the individual in writing, within seven (7) business days of

its determination and engage in an interactive process with the individual to determine if there are alternative accommodations that might effectively meet the individual's disability-related needs.

- b. If the individual is unwilling to accept any alternative accommodation offered by SAC or there are no alternative accommodations available, SAC will provide a verbal explanation and written notification to the individual of the denial, the reasons for the denial, the right to appeal the decision, and the procedures for that appeals process. The notification shall be in writing and made within seven (7) business days of the notification from the individual of his/her unwillingness to accept any of the alternative accommodations offered or the determination that there are no alternative accommodations available.
- c. All appeals are reviewed by the University's ADA/Section 504 Compliance Officer. If the appeal is denied, the University's ADA/Section 504 Compliance Officer shall provide written notification of the denial to the individual and a written explanation with all of the reasons for the denial.
- d. An individual may also use the procedure provided under the University's Policy Prohibiting Discrimination, Harassment, Sexual Violence, and Stalking. This procedure can be found at <http://www.k-state.edu/policies/ppm/3000/3010.html>.

6. Confidentiality and Recordkeeping

In processing requests for reasonable accommodations, the University will take all steps required by federal, state, and/or local law to protect the confidentiality of any information or documentation disclosed in connection with the requests. Such measures may include limiting access to such information to individuals specifically designated to determine and implement requests for reasonable accommodations, who will disclose the information only to the extent necessary to determine whether to grant the request, determine if the request is unreasonable, and implement any request granted, keeping all written requests and accompanying documentation in a secure area to which only those designated individuals have access, except as otherwise required by law.

7. Non-retaliation Provision

The University will not retaliate against any individual because that individual has requested or received a reasonable accommodation in University housing.