



Samford University

Office of Accessibility and Accommodations

Housing Accommodation Policy

Residence Life provides a variety of housing options for students. The majority of rooms in the residence halls are double occupancy and a limited number are equipped to meet the needs of students with disabilities. Therefore, it is essential that students submit any request for housing accommodation early (see deadlines below). Residence hall information can be found at <https://www.samford.edu/residence-life/residence-halls/>. Students who wish to request housing accommodations should still complete the Residence Life housing application and pay the housing deposit while initiating the registration process with The Office of Accessibility and Accommodations (OAA).

The process for requesting a housing accommodation is as follows:

1. The student should complete the application for accommodations. Instructions for accessing this can be found at www.samford.edu/dr, click on “Requesting Accommodations.”
2. The student should submit documentation of their disability which adheres to the documentation guidelines (www.samford.edu/dr, click on “Requesting Accommodations”) in addition to the guidelines on page 2 of this policy.
3. The student will be asked to meet with an OAA staff member to discuss their disability and the requested accommodations.
4. The student will be notified of any approved accommodations, and housing recommendations will be made to Residence Life. **Please note that accommodations are not given for a specific Residence Hall, and Residence Life will work with OAA to determine what available space meets the student’s needs.*

Deadlines:

Incoming freshman and transfer students requesting housing accommodations must complete the OAA registration process (as outlined above) by the following dates:

- Fall Move-In: **June 1**
- Spring Move-in: **November 1**
- Summer move-in: **April 1**

Returning students (already in campus housing) must complete the OAA registration process by **February 1**, as housing assignments are made in March for the following academic year.

After these deadlines, there is no guarantee that housing accommodations can be provided for that academic year, though accommodations may be granted if space becomes available.

Eligibility for services: Requests for housing accommodations will be considered on a case-by-case basis according to eligibility criteria. The following are examples of factors considered when evaluating requests for housing accommodations:

- **Severity of Functional Impact:** Is the impact of the condition life threatening if the request is not met? Is there a negative health impact if the request is not met? Is the request an integral component of the student’s treatment plan?
- **Timing of Request:** Was the request made at the time the student applied for housing? Was the request made before the deadline? Was the request made as soon as possible after identifying the need?
- **Feasibility and Availability:** Is space available that meets the student’s needs? Can space or procedures be adapted to provide the requested accommodation without imposing a safety hazard? How does the housing request impact housing commitments to other students?

Please note that the need for private study space or specific roommate concerns are not considered. **Private room accommodations, in particular, are rare and are approved only if it is deemed to be medically necessary,** not just beneficial or a desire/need for more privacy.

Documentation Guidelines for Housing Accommodations

Documentation Guidelines for each disability category are available on the OAA website (www.samford.edu/dr, click on “Requesting Accommodations”) and should be shared with the student’s treatment provider. In addition to the information requested in the documentation guidelines, the following information should also be included in the report:

- Description of how the disability currently impacts the student, specifically relating this impact to the student’s living environment. What are the specific health risks related to the student having a roommate?
- Also address how the following functional limitations are affected by the student’s diagnosis and how these limitations will impact the student in a community living environment:
 - Major life activities: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working
 - Major bodily functions: functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions
- State the specific housing accommodations being recommended and the rationale for these accommodations based on the student’s functional limitations and/or significant health risk. The purpose of housing accommodations is to best ensure equal access to the living environment, and accommodations should be based on a demonstrated need (i.e., medically necessary) rather than a preference or even something that might be beneficial to the student. A desire for privacy is typically not considered medically necessary. *Recommendations made by treatment providers are taken into consideration but are not guaranteed to be approved as accommodations.*

Please submit the report or address questions regarding documentation to:

Samford University Office of Accessibility and Accommodations. Email is preferred: access@samford.edu, but you also may reach us by phone (205-726-4078) or fax (205-726-2842). Responses to email or voicemail can be expected within one business day.

In compliance with FERPA, documentation submitted to the Office of Accessibility and Accommodations is confidential and will not be shared with other internal departments unless they have a legitimate educational interest, or with any external entities without the student’s written consent. Students may request that a copy of their documentation be sent to another institution or released for their personal records.

All members of the OAA staff are mandatory reporters and required by Samford's Sexual Misconduct Policy to report information related to sexual misconduct to the University's Title IX Coordinator.

Updated January 2024