



Housing and Dining Accommodation Policy and Procedures

Document Number: ACSP-0007

Date Published(sys): 11/2/2023

General Description

Policy Summary:

The learning environment and residential living are paramount to the Trinity University experience. In order to facilitate equal access to residential experiences at Trinity University, this policy covers student requests for reasonable modifications to residence assignments and dining obligations due to disability-related housing and dining needs.

Purpose:

In accordance with the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973, and the Fair Housing Act amended in 1988, Trinity University is obligated to ensure that students with disabilities have equal access to Trinity's residence halls and all of the programs and services offered within them.

Scope:

All Trinity University students are covered by this policy.

Policy Content

Introduction

Students may request housing accommodations due to a disability by submitting their request to Student Accessibility Services (SAS). SAS will review requests and collaborate with the Residential Life Office to facilitate accommodations for students with disabilities who have specific housing needs. Note: Disability-related housing needs will take precedence over specific residence hall and/or roommate requests.

Student Responsibilities

- Students must adhere to all policies, procedures and deadlines for applications set by Trinity's Residential Life office.

- Students must have a complete housing contract for each semester that they intend to live on campus, and must complete the contract during each contracting period as published by Residential Life.
- Students requesting reasonable modifications for housing and dining obligations at the university must register with Student Accessibility Services following the appropriate procedures.
- Students registering with SAS will be required to provide the appropriate documentation for validating the request for housing accommodations.

For more information on what is required for documentation purposes, please see Documentation Guidelines.

- Student must complete all steps of the process in order to receive the approved accommodations.

This may include additional meetings and paperwork to complete with Residential Life and/or Dining Services **AFTER** Student Accessibility Services has approved the student for housing and/or dining accommodations.

Student Accessibility Services Responsibilities

- Student Accessibility Services will collect and review all medical documentation related to the housing and/or dining accommodation requests.
- Student Accessibility Services must provide Residential Life and/or Dining Services staff with a summary of the accommodation needed for each student who is approved.

This may include information on the specific modifications being made to a meal plan, a summary of dietary needs, or details such as room/building type and accessibility features of a residence (i.e., strobe alarms, roll-in shower, automatic door opener).

- Student Accessibility Services will collaborate with Residential Life and/or Dining Services staff to determine an assignment or reasonable modifications for each student who is granted an accommodation.

Residential Life Responsibilities

- Residential Life is expected to communicate the proper procedure and timeline for accommodation requests to students who indicate they might need a housing accommodation in any inquiry.

- Residential Life may place a hold on a sufficient amount and variety of spaces for potential accommodations.

This may include but isn't limited to singles, first floor rooms, wheelchair accessible rooms, First-Year and Upperclass Division spaces.

- Residential Life will collaborate with SAS staff to determine an assignment for each student who is granted an accommodation.
- Residential Life may communicate internally between assignments, facilities, and residential life staff to ensure that the necessary arrangements are made for the student's arrival.
- Residential Life staff will note the accommodation in their assignments database and make the appropriate assignment based on the recommendations of SAS.

Facilities and other area staff may be consulted on the assignment on a need-to-know basis if necessary.

Dining Services Responsibilities

- Dining Services is expected to work collaboratively with SAS staff and students to determine reasonable modifications that can be made for each student who is granted an accommodation.

Restrictions & Disclaimers

The following sections include important information to consider when applying for and receiving housing and dining accommodations and may affect your eligibility for consideration of reasonable modifications to your residential and dining obligations.

Contractual Obligations

The student must complete a housing contract for each semester that they intend to live on campus, and must complete the contract during each contracting period as published by Residential Life. However, a student's accommodations will remain on file for as long as they live on campus and do not need to reapply for an approved housing accommodation.

Students must follow all contractual obligations established by Residential Life regardless of their disability. Housing accommodations are only applicable for those terms in which a student has a complete housing contract. A student must have a valid housing contract on file to receive housing accommodations through SAS.

Assignment

The student's room assignment may change from year to year. SAS has no influence on a specific room or residence hall assignment. Residential Life should be contacted with questions or concerns about a student's room assignment and/or their housing contract. SAS cannot assist students with these matters. The specific type of room (i.e., single, double, apartment-style, private bathroom) **must in the available inventory** of housing assignments and not currently occupied in order for the student with the approved accommodation to receive that type of assignment.

Trinity University is unable to:

- a. Provide a low distraction living environment accommodation based solely on a diagnosis of ADHD or a learning disability,
- b. Honor housing accommodation requests for a specific room assignment, residence hall assignment, or roommate assignment,
- c. Provide a dust, mold, or allergen-free housing accommodation.

Priority Deadlines

Below are the priority deadlines as established in partnership between SAS and Residential Life. After these dates, applications are accepted, but Trinity University cannot guarantee an accommodation request can be met, even with proper documentation, and the accommodation request is subject to room availability.

1. **Fall:**
 - a. Returning residents: February 28th
 - b. New residents: June 1st
2. **Spring:** November 1st

Students should consult Residential Life for deadlines that should be met for contracting purposes.

Requests for Contract Release

If a student requests to be released from a Residential Life contract based on a disability, the University will first work with the student to attempt to identify other possible reasonable accommodations that would allow for their continued residence on campus before approving a contract release. Once all reasonable and appropriate accommodations have been considered and determined inappropriate as it relates to the student's disability-related concerns, a student may file for a University Housing contract release for medical or mental health purposes.

When requesting a contract release, supporting documentation must:

1. Be in the form of a letter or report from a physician, psychologist, psychiatrist, or other qualified, licensed clinician who is qualified to make the diagnosis and is currently treating you for the disability for which you are requesting the release from the Residential Life contract.
2. Be on official letterhead and should be signed and dated within the last two years.
3. Include evidence the provider is currently treating you for the condition for which the release from the Residential Life contract is requested.
4. Include a specific diagnosis, a statement of your current condition, the date, and a summary of your most recent evaluation, and the expected duration of your condition.
5. State the current impact of (or functional limitations) imposed by the condition on your living situation.
6. Explain how the condition relates to your request to be released from the Residential Life contract. There must be a direct link established between the condition and the need to be released from the Residential Life contract. It should include information about which symptoms are exacerbated by living in the residence halls, and why release from the contract is necessary to mitigate the effects of the condition.
7. Clearly state a specific recommendation for a release of the Residential Life contract as a result of the condition.

Students must include a personal statement of how the medical/mental health condition affected their place of dwelling.

Performance Evaluation

Consequences of Policy Violation:

Students who do not pursue housing and/or dining accommodations in accordance with this policy are responsible for all standard housing and dining contractual obligations as outlined by their Residential Board Agreement and/or their meal plan purchasing agreement.

Terms & Definitions

Terms and Definitions:

Term:	Definition:
Reasonable Modification	Students approved for accommodations are held to the same standards as their peers and must continue to meet all course objectives and expectations as set by their instructors in the syllabus. "Reasonable and appropriate" refers to the nature of an accommodation, adjustment, and modification made that reflects

Term:	Definition:
	the student's ability to still meet the university's standard objectives and expectations for students.

Related Documents

Related Documents:

Document Type:	Document Name:	Document Number:
Policy	Emotional Support Animal Policy	ACSP-0017
Policy	Main Campus Board & Residential Agreement	RESL-0002
Policy	City Vista Cover Page Addendum & License Agreement	RESL-0003
Policy	Residential Life Main Campus & City Vista Animals Policy	RESL-0009
Policy	Residential Life Main Campus & City Vista University Furniture Policy	RESL-0013
Policy	Personal Care Attendant Policy	ACSP-0011

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v1.0	8/1/2019 8:39 PM	Katharine Martin

Vice President Approval:

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