



## Request for Housing Accommodation

Gustavus ensures equity for all students including equal access for students with disabilities. The staff in Residential Life fulfill this commitment to access in residential halls. The residence halls and apartments are for students mature enough to live independently on campus with limited staff supervision. If a student with a disability is in need of a housing or dining accommodation they should submit and complete this request, with any accompanying documentation on the following timeline:

- **Priority Deadline: January 19, 2024** (returning students) to be considered for Fall 2024 Semester.
  - Requests for accommodations submitted after the priority deadline will be filled as space allows
  - Mutually confirmed roommate requests submitted by the priority deadline will be considered up to 1 person.
  - If you are working with a new healthcare provider, and know you will need an accommodation, but not make the priority deadline, please contact Anthony Bettendorf to further discuss.
- Accommodations will then be taken on a rolling basis as the need for accommodations arise
- Please note that the college bills by room type, so please check the housing rates for that room type so that you are not surprised by the cost of your space, or changes to your housing charges based on your accommodation needs.

There are limited housing spaces available for accommodations and priority will be given to individuals who are eligible to receive accommodations under Section 504 or the Americans with Disabilities Act (ADA).

Sometimes it is obvious that someone has a disability and that a requested accommodation or modification is necessary — for example, someone who is blind and needs a guide dog, or someone who uses a wheelchair and needs grab bars installed in a bathroom. In such instances, verification of the need for the accommodation or modification is not required.

Other times things are not so obvious. In these situations, we may request written verification of the existence of a disability, or of the need for an accommodation. Individuals need not disclose the specific nature of their disability so long as a disability-related need for the accommodation can be established.

Verification of disability, or of the need for an accommodation, may come from one or more sources such as a doctor or other medical professional, a social services agency, or a reliable third party who is in a position to know about the individual's disability. (e.g., Proof that someone under 65 years of age receives Supplemental Security Income or Social Security Disability Insurance benefits may also serve as verification of disability).

Students requesting an assistance animal as a reasonable housing accommodation should also review the College's Assistance Animal Policy, Guidelines, and Expectations.

In order to determine if a housing accommodation is a reasonable accommodation, we must receive detailed documentation of the need for special housing. **Please note that Housing Accommodation requests must be submitted and approved annually.**

Documentation, when required, should be submitted with professional letterhead and the qualifications of the examiner provided. Additionally, the **healthcare provider MUST complete our Residential Life Accommodation form in addition to any letter.** A decision on housing accommodations cannot be made without proper documentation unless (1) the individual's disability is obvious; and (2) the disability-related need for the accommodation is known or readily apparent. Even in these circumstances, however, this Request form must be filled out by the student by the timelines provided and all other policies must be followed. In all other circumstances (non-obvious disability-related needs), verification documentation is required. (See Documentation for Housing Accommodation Request).

**In order for your documentation to be as complete as possible, the following questions should be answered (Note – there is a separate form for your health care provider to fill out):**

- What is the problem/diagnosis?
- Who is the Health Care professional assisting you with the above problem/condition?
- What is the history? How long has this been going on?
- How long will it continue?
- How does the problem manifest itself?
- What aggravates the problem?
- What makes it better?
- What sort of housing situation is NEEDED or ideal?

The following commonly heard reasons, for example, would not be grounds for accommodation unless a diagnosis and documentation are provided:

- I can't study around other people.
- I'm a light sleeper and noise bothers me.
- I get stressed or have anxiety being around roommates.

NOTE: Additional resources are available if this condition impacts you in other areas of your college experience. If you experience barriers in the academic environment due to disability you may be eligible for academic accommodations through Accessibility Resources in the Academic Support Center. For more information visit the Academic Support Center website at: <https://gustavus.edu/asc/>. Appointments with ASC can be made by calling 507-933-7227.

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**MAKE YOUR LIFE COUNT**

**Department of Residential Life**

DIRECT 507-933-7529 | FAX 507-933-6197 | [reslife@gustavus.edu](mailto:reslife@gustavus.edu)  
800 West College Avenue | St. Peter, Minnesota 56082-1498 | [gustavus.edu/reslife](http://gustavus.edu/reslife)

# Housing Accommodation Request Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Class year: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Email: \_\_\_\_\_@gustavus.edu Phone #: \_\_\_\_\_

Current Housing Assignment: \_\_\_\_\_

Please check the appropriate choice: \_\_\_\_\_ Request for Spring 2024

\_\_\_\_\_ Request for the 24-25 Academic Year

Have you already had any medical documentation submitted to another Gustavus office?

Yes\_\_\_\_\_ No\_\_\_\_\_ (If "yes," which office? \_\_\_\_\_)

Housing Accommodation Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please explain your need for the accommodation (be as specific as possible using additional pages if needed):

Be sure to have the **Documentation for Housing Accommodation Request** sent from a doctor or medical care provider!

**Submit completed forms to:**

Director of Residential Life  
Gustavus Adolphus College  
800 West College Ave, St. Peter, MN 56082

E-MAIL: [reslife@gustavus.edu](mailto:reslife@gustavus.edu)  
FAX: 507-933-6197

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