

Illinois College

Campus Residential Accommodation Policy

Section I. Introduction and Background

Illinois College ("IC," the "College," "Campus") recognizes the importance of providing reasonable accommodations in its housing policies and practices where necessary for individuals with disabilities to use and benefit from campus housing. This Policy explains the specific requirements and guidelines which govern requests for reasonable accommodation in campus housing. IC reserves the right to amend this policy at any time as circumstances require.

Section II. Procedure for Requesting Reasonable Accommodation (Excluding Requests for Service Animals under the Americans with Disabilities Act Amendments Act)

The Office of Disability Resources ("Disability Resources") is responsible for evaluating whether to grant or deny requests for reasonable accommodation in campus housing. In evaluating the request, Disability Resources may consult with the Office of Residential Life ("Residential Life") and Chesley Health and Wellness Center, as necessary, to determine whether the requested accommodation is necessary and reasonable. Individuals with a disability who reside or intend to reside in campus housing who believe they need a reasonable accommodation must contact Disability Resources.

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

Requesting a Housing Accommodation

An individual with a disability must complete the "Request for Accommodations" google form (the "Request Form") to request an accommodation. The Request Form is available on the Disability Resources website [<https://www.ic.edu/disabilityresources>] or by contacting the Disability Resources email. If the individual requires assistance in completing the Request Form because of his/her disability, Disability Resources will provide assistance in completing the form.

IC will accept and consider requests for reasonable accommodation in Campus housing at any time. The individual making the request for accommodation should complete and provide the Request Form to Disability Resources as soon as practicably possible before moving into Campus housing. However, if the request for accommodation is made fewer than 60 days before the individual intends to move into Campus housing, IC cannot guarantee that it will be able to meet the individual's accommodation needs during the first semester or term of occupancy.

If the need for the accommodation arises when an individual already resides in Campus housing, the student should contact Disability Resources and complete the Request Form as soon as practicably possible. IC cannot guarantee that it will be able to meet the accommodation needs during the semester or term in which the request is received.

Absent exceptional circumstances, the College 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.

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

Disability Resources 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 benefit from Campus housing.

All students requesting accommodations on IC's campus must submit documentation supporting their disability diagnosis and their medical need for accommodation. Students requesting housing accommodation may submit the Request for Accommodations (Medical Provider Form) or have their medical provider submit a letter on official letterhead that answers all questions asked on the Request for Accommodations (Medical Provider Form).

This documentation should be completed by a medical provider who is not related to the student and who has an established and ongoing professional relationship with the student, a minimum of 4 appointments. (More information on medical provider requirements is provided in the "Disability Documentation Submission" section of this policy.)

If the third party returns the Verification Form without sufficient information for Disability Resources to determine whether an accommodation is necessary, the Coordinator of Disability Resources 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.

The individual making the request for accommodation must cooperate with Disability Resources in a timely manner in providing all information needed to determine whether the requested accommodation is necessary.

Full Accommodation Request Process

The full process for requesting a housing accommodation at Illinois College is as follows:

1. The student requests housing accommodations with the Office of Disability Resources by completing the Request for Accommodations Google Form, available on the Illinois College Disability Resources Website.

2. The student will be sent a request form for a medical provider (this can also be found on the Disability Resources website). The student provides specific documentation from a medical provider who can speak to the fact the student has a diagnosed disability and that the disability causes a functional limitation. The provider should speak to the type of accommodations requested and how those accommodations are able to address the functional limitations. This should be a medical provider who is not related to the student and who has an established and ongoing professional relationship with the student, a minimum of 4 appointments. (More information on medical provider requirements is provided in the “Disability Documentation Submission” section of this policy.)
3. Disability Resources Coordinator examines documentation and may ask for clarification or additional documentation.
4. The Disability Resources Coordinator meets with the student for the intake process, including the Interactive Interview.
5. Following the Interactive Interview, the Disability Resources Coordinator will meet with necessary parties on campus to finalize an accommodation plan.
6. The Disability Resources Coordinator will email the student and Residential Life with the decision.

Disability Documentation Submission

The individual with a disability is required to provide documentation of the disability and the disability-related need for the accommodation they are requesting. Demonstrating this need requires documentation from a treating medical or mental health provider who is not related to the student and who has an established and ongoing professional relationship with the student, a minimum of 4 appointments. The medical provider who submits the documentation for the accommodation should be the provider who is monitoring the use of the accommodation as part of a treatment plan.

The documentation that is submitted should certify that the proposed accommodation is part of a prescribed treatment plan for the disabling condition, which alleviates one or more identified symptoms or effects of the individual’s disability.

Should the resident provide knowingly false information regarding the need for an accommodation, or refuse to follow appropriate direction from College personnel concerning their conduct in relation to the accommodation, the College may refer the student to the Student Conduct Board for any decision regarding sanctions.

Determination of Reasonableness

Disability Resources may deny the requested accommodation if it is unreasonable. Disability Resources shall consult with Residential Life to determine if implementing the requested accommodation is reasonable.

An accommodation is unreasonable if it: (1) imposes an undue financial and/or administrative burden; (2) fundamentally alters campus 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 College property; and/or (4) is otherwise unreasonable to the operation of the College.

Approval of Accommodation

If Disability Resources 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, to arrange a meeting to discuss the implementation of the accommodation, as needed.

Denial of Accommodation/Appeal

If Disability Resources determines a requested accommodation is necessary but unreasonable, Disability Resources 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.

If the individual is unwilling to accept any alternative accommodation offered by Disability Resources or there are no alternative accommodations available, Disability Resources 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.

All appeals are reviewed by the Associate Provost of Student Success. If the appeal is denied, the Associate Provost of Student Success will provide written notification of the denial to the individual and a written explanation with all of the reasons for the denial. The decision of the Associate Provost of Student Success will be final.

Annual Renewal of Housing Accommodation

Students must re-apply to have any housing accommodation as a reasonable accommodation on an annual basis. The student must complete the following steps to apply for renewal of their housing accommodation:

- Submit a new medical provider form, completed by the student's medical provider
- Complete all renewal steps required by other policies related to the student's accommodations (as necessary)
- If an animal has been approved as an accommodation for the student:
 - Complete and submit an ESA renewal application form
 - Sign the most recent version of the ESA or Service Animal policy

Upon successful completion of these steps, Disability Resources will review the submitted documentation. If there are any changes in the student's medical documentation or in relation to the accommodation being requested, the student will need to complete an interactive interview with the Coordinator of Disability Resources.

Confidentiality and Recordkeeping

In processing requests for reasonable accommodations, the College 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.