

Section:	V.3.48	
Title:	Housing Accommodation	
Effective Date:	July 20, 2017	
Approved By:	Vice President for Enrollment Management	
Responsible Unit:	Office of Enrollment Management (609) 771-3080	
Related Documents:	Housing Accommodation Application	
History:		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
1.0	July 20, 2017	New policy; Initial release

I. INTRODUCTION

The College of New Jersey (“TCNJ” or the “College”) recognizes the importance of providing reasonable accommodations in its housing policies and practices where necessary for individuals with disabilities to use and enjoy College housing. Disability Support Services (“DSS”) provides support services to TCNJ students with disabilities. DSS collaborates with the Department of Residential Education and Housing (“Res Ed”) to accommodate students with documented disabilities. This policy explains the specific requirements and guidelines which govern requests for reasonable accommodation in College housing.

II. DEFINITIONS

N/A

III. POLICY

DSS is responsible for evaluating whether to grant or deny requests for accommodation in College housing. Individuals with a disability who reside or intend to reside in College housing who believe they need accommodation must contact DSS. Such requests are governed by the following requirements:

A. Requesting a Housing Accommodation

1. An individual with a disability must complete the Accommodation Process through DSS to request a reasonable accommodation.¹ If the individual requires assistance in completing the Accommodation Process because of his/her disability, DSS will provide assistance in completing the form.

¹ Information on the Accommodation Process can be obtained from DSS and at the following link: <http://differingabilities.pages.tcnj.edu/students/accommodation-process/>.

2. DSS will accept and consider requests for reasonable accommodations in College housing at any time with the understanding that completion of the process of considering such requests will take time and is contingent on the submission of all required information and documentation. The individual making the request for accommodation should complete and provide the Application as soon as possible prior to selecting or being assigned College housing. If the Application is received after the noted deadline for the upcoming term, the College cannot guarantee that it will be able to meet the individual's accommodation during that term and the individual will be placed on a waiting list. Accommodation assignments from the waiting list will be made in the order in which Applications were received.
3. If the need for accommodation arises when an individual already resides in College housing, he/she should contact DSS and complete the Application as soon as practicably possible. The College cannot guarantee that it will be able to meet the accommodation needs during the semester or term in which the request is received.
4. Pursuant to the information included in the Application, and where permitted by College housing policies, DSS and Res Ed may consider requests to be housed with a particular roommate. However, the pairing with a particular roommate is incidental to the housing accommodation and is not a part of the accommodation.

B. Information that May Be Required for Housing Reasonable Accommodation Requests

1. As part of the affiliation process with DSS, individuals must complete and submit the DSS Affiliation Form and provide sufficient documentation of disability. This documentation should be reflective of how the disability may impact or intersect with the College experience.² Documentation must be no more than three (3) years old and be provided by a licensed professional on professional letterhead.
2. DSS shall generally 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 accommodation sought is necessary to provide the individual an equal opportunity to use and enjoy College housing.

² Guidelines for proper documentation can be found on the DSS website at <http://differingabilities.pages.tcnj.edu/students/accommodation-process/documentation/>.

C. Determination of Reasonableness

1. DSS will review Applications in conjunction with an individual's Affiliation Form and disability documentation. Requests for housing accommodation will be evaluated on an individual basis, with discussion, as needed, with Res Ed and the student to determine if the requested accommodation is reasonable. DSS may deny the requested accommodation if it is unreasonable or may propose a different accommodation that is reasonable. Housing accommodations are evaluated on a year-to-year basis.

D. Approval of Accommodation

1. If DSS determines a requested accommodation is necessary and reasonable or proposes a different accommodation that is reasonable, it will contact the student, in writing, of its determination, to arrange a meeting to discuss the implementation of the accommodation.

E. Denial of Accommodation and Appeal Process

1. If DSS determines a requested accommodation is necessary but not reasonable, DSS will contact the individual, in writing, of its determination, an explanation of its determination(s), and discuss with the student if there are alternative accommodations that might effectively meet the individual's disability-related needs.
2. If alternative accommodations cannot be agreed upon or there are no other alternative accommodations available, DSS will notify the student of his/her right to appeal the decision and inform the student of the procedures for that appeal process.

F. Confidentiality and Recordkeeping

1. In processing requests for accommodations, the College will take all reasonable steps necessary to protect the confidentiality of any information or documentation disclosed in connection with the requests.