

INDIANA TECH

General Housing Accommodation Policy

Indiana Tech recognizes the importance of providing reasonable accommodations in its housing policies and practices where necessary for individuals with disabilities to fully participate in the University housing program. This Policy explains the specific requirements and guidelines that govern requests for reasonable accommodation in University housing. Indiana Tech reserves the right to amend this policy at any time as circumstances require.

Indiana Tech is committed to ensuring the full participation of students with disabilities in all aspects of University life. Living on campus connects residents to other students, the Tech community, and the global society, by promoting personal growth, cultural diversity and civility, and opportunities to be part of a community, in a comfortable and safe living-learning environment.

Indiana Tech *Accommodation Review Team approves requests for housing accommodations and modifications for students with significant documented disabilities and works with Residence Life to identify residential spaces that will meet the student's needs.

Adjustments for non-disabling conditions are managed directly through The Office of Residence Life.

1. Requesting a Housing Accommodation

- a. An individual with a disability must complete the "Housing Accommodation Request Form" ("Request Form") to request a reasonable accommodation. Copies of the Request Form are available from Disability Services. If the individual requires assistance in completing the Request Form because of their disability, Disability Services will provide assistance in completing the form.
- b. Indiana Tech will accept and consider requests for reasonable accommodation in University housing at any time. The individual making the request for accommodation should complete and provide the Request Form to Disability Services as soon as practicably possible before moving into University housing. All housing accommodations are pending availability and are on a first-come-first-served basis. If a request for a housing accommodation is made fewer than 90 days before the individual intends to move into University housing, Indiana Tech cannot guarantee that it will be able to meet the individual's accommodation need during the requested semester or term of occupancy.
- c. If the need for the accommodation arises when an individual already resides in University housing, they should contact Disability Services and complete the Request Form as soon as practicably possible. Indiana Tech cannot guarantee that it will be able to meet the accommodation needs during the semester or term in which the request is received.
- d. Absent exceptional circumstances, the University 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.

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

Disability Services 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 enjoy University housing.

- a. Obvious Disability: If the individual's disability and the necessity for the accommodation

*Accommodation Review Team is comprised of Disability Services, Residence Life, and Counseling Services.

are obvious (e.g. an individual with a physical disability using a wheelchair needs an accessible room), the individual need only explain what type of accommodation they are requesting. No verification of disability and/or necessity is required under these circumstances.

b. Non-Obvious Disability/Necessity

- i. If the disability is obvious but the need for the accommodation is not obvious, the University may require the individual to complete the Provider Verification Form-Housing Accommodations (“Verification Form”) and designate a reliable third party who can verify that the requested accommodation is necessary to provide the individual an equal opportunity to use and enjoy University housing, but may not seek information about the individual’s disability.
- ii. If the disability and necessity for the accommodation are not obvious, Disability Services will require the individual to complete the Verification Form and designate a reliable third party who can verify that the individual has a disability and that the requested accommodation is necessary to provide the individual an equal opportunity to use and enjoy University housing.
- iii. A reliable third party is someone who is familiar with the individual's disability and the necessity for the requested accommodation.

Absent exceptional circumstances, within seven (7) business days of receiving the completed Verification Form from the third-party, the Accommodation Review Team will determine if the accommodation is necessary because of a disability to provide the individual an equal opportunity to use and enjoy University housing.

If the third party returns the Verification Form without sufficient information for Disability Services to determine whether an accommodation is necessary, the Disability Services Coordinator 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 Services in a timely manner in providing all information needed to determine whether the requested accommodation is necessary.

3. Determination of Reasonableness

- a. The Accommodation Review Team may deny the requested accommodation if it is unreasonable. The Accommodation Review Team shall gather and consult to determine if implementing the requested accommodation is reasonable.
- b. An accommodation is unreasonable if it: (1) imposes an undue financial and/or administrative burden; (2) fundamentally alters University 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 University property; and/or (4) is otherwise unreasonable to the operation of the University.

4. Approval of Accommodation

- a. If the Accommodation Review Team 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.
- b. Approved accommodations must be reviewed yearly through a meeting with Disability

Services to determine continued eligibility. The Accommodation Review Team will then gather and consult on whether the accommodation in question is still necessary and not unreasonable for renewal.

5. Denial of Accommodation/Appeal

- a. If the Accommodation Review Team determines a requested accommodation is necessary but unreasonable, Disability Services 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.
- b. If the individual is unwilling to accept any alternative accommodation offered by Disability Services or there are no alternative accommodations available, Disability Services 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 their unwillingness to accept any of the alternative accommodations offered or the determination that there are no alternative accommodations available.
- c. All appeals are reviewed by the Director of Student Success. If the appeal is denied, the Director of Student Success shall provide written notification of the denial to the individual and a written explanation with all of the reasons for the denial.
- d. An individual may also use the grievance procedure provided under the general University anti-discrimination policies. This grievance procedure can be found at <https://hr.indianatech.edu/resources/ecr/>.

6. Confidentiality and Recordkeeping

- a. In processing requests for reasonable accommodations, the University 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.

7. Non-retaliation Provision

Indiana Tech will not retaliate against any individual because that individual has requested or received a reasonable accommodation in University housing.