

## Information about Housing Accommodations

The offices of Residence Life and Housing and the Academic Center for Excellence work with students who, because of a documented disability, need accommodations relating to their room or board plan. Such accommodations may include a single or air-conditioned room required for medical reasons, a special meal plan or a waiver of the required meal plan, and an emotional support animal. Students applying for accommodations relating to housing or meals should meet in person with the Director of University Housing Services as well as the Academic Support Coordinator in the Academic Center for Excellence. Documentation from an appropriate licensed medical or mental health provider must be submitted to the Academic Center for Excellence office to determine eligibility for an accommodation.

### PLEASE NOTE:

- Submission of the documentation from a medical or mental health provider does not guarantee that a disability is present or that the requested accommodation will be implemented.
- Requests for housing or meal-plan accommodations must be made each year, and updated documentation must be filed with the Academic Center for Excellence. Eligibility for housing accommodations is reviewed and reassessed for each new academic year.
- Students approved for a housing accommodation are not able to select the location where that accommodation can best be provided. The room and roommates are assigned at the discretion of the Director of University Housing Services and is done in consultation with ACE based on the medical need.
- Complete documentation must include the medical or mental health provider's clear explanation of how the requested accommodation will facilitate the student's access to the University's programs. A provider's diagnosis does not necessarily indicate the presence of a disability.
- Before the University meal-plan requirement can be waived, Sodexo will be consulted to see if arrangements can be made for an alternate meal plan that meets the student's medical or dietary needs.

### PROCESS

- All requests for accommodations are subject to review and approval prior to any allowable updates to status or account.
- The Academic Center for Excellence must have the necessary completed forms on file before any requested accommodations will be implemented.
- Documentation forms that are incomplete will be returned to the student. Accommodations cannot be implemented until completed forms have been submitted and verified.
- The necessary forms are available on the Concordia Connect portal in the Forms Repository as well as in a link included on the housing application.
- All completed accommodation request forms must be turned in, mailed, emailed or faxed to the Academic Support Coordinator in the Academic Center for Excellence.

- After submitting documentation, students should follow up with the Academic Center for Excellence to ensure that the materials have reached the office. This is particularly important if a provider's office is expected to send documentation via fax or email.
- An intake interview with the student is a necessary part of the interactive process through which eligibility for accommodations is determined.