



Section I. Introduction and Background

Lincoln College recognizes the importance of providing reasonable accommodations in its housing policies and practices where necessary for individuals with disabilities to fully participate in the Lincoln College housing program. This policy explains the specific requirements and guidelines which govern requests for reasonable accommodation in College housing. Lincoln College 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 for Disability Services (ODS) is responsible for evaluating whether to grant or deny requests for reasonable accommodation in College housing. In evaluating the request, Disability Services will consult with the Office of Residence Life (Residence Life), and the Lincoln College Counseling Office, as necessary, to determine whether the requested accommodation is necessary and reasonable. Individuals with a disability who reside or intend to reside in College housing who believe they need a reasonable accommodation must contact Disability Services.

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

1. Requesting a Housing Accommodation

- a. An individual with a disability must complete the "Disability 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 his/her disability, Disability Services will provide assistance in completing the form.
- b. Lincoln College will accept and consider requests for reasonable accommodation in College 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 College housing. However, if the request for accommodation is made fewer than 60 days before the individual intends to move into College housing, Lincoln College cannot guarantee that it will be able to meet the individual's accommodation needs during the first semester or term of occupancy.
- c. If the need for the accommodation arises when an individual already resides in College housing, he/she should contact Disability Services and complete the Request Form as soon as practicably possible. Lincoln College 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 College will attempt to provide a written response to a reasonable accommodation request within fourteen business days of receiving the information described in paragraph/section 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 College housing.

- a. **Obvious Disability:**

If the individual's disability and the necessity for the accommodation 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 she is 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 College will require the individual to complete the [Reasonable Accommodation Verification Form for College Housing](#) ("Verification Form") and to provide documentation from the diagnosing professional to verify that the requested accommodation is necessary to provide the individual an equal opportunity to use and enjoy College housing, but may not seek information about the individual's disability.

- c. If the disability and necessity for the accommodation are not obvious, the College will require the individual to complete the ODS Verification Form and provide documentation from the diagnosing professional verifying that the individual has a disability and that the requested accommodation is necessary.

- i. Absent exceptional circumstances, within seven working days of receiving the completed Verification Form from the diagnosing professional, Disability Services will determine if the accommodation is necessary because of a disability.
 - ii. If the diagnosing professional returns the Verification Form without sufficient information for Disability Services to determine whether an accommodation is necessary, ODS 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.

- iii. 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. Disability Services may deny the requested accommodation if it is unreasonable. Disability Services shall consult with Residence Life 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 College 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.

4. Approval of Accommodation

- a. If Disability Services determines a requested accommodation is necessary and is not unreasonable, it will notify both the individual and Residence Life, in writing, within seven (7) business days of its determination.

5. Denial of Accommodation/Appeal

- a. If Disability Services 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 his/her 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 College ADA/Section 504 Compliance Officer. If the appeal is denied, the College's ADA/Section 504 Compliance Officer 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 College antidiscrimination policies. This grievance procedure can be found in the [Student Handbook](#).

6. 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.

7. Non-retaliation Provisio

Lincoln College will not retaliate against any individual because that individual has requested or received a reasonable accommodation in College housing.

Acknowledgement and Release of Information Consent Form

I have read and understand the Reasonable Accommodations in Housing Policy and I agree to abide by the requirements applicable to Accommodations in College Housing. I understand that if I fail to meet the requirements set forth in the policy, the College has the right to revoke and reassess accommodations and I will be nonetheless required to fulfill my housing, academic, and all other obligations for the remainder of the housing contract.

_____ Individual Signature Date _____

_____ Disability Services Representative Date _____

_____ Residence Life Representative Date _____