HOUSING ACCOMMODATION POLICY

Overview
Kenyon College is committed to supporting students with disabilities with reasonable housing accommodations so that they are able to use and enjoy their residential living space. The Housing Accommodation Policy applies to all students and explains the specific steps necessary to request a reasonable housing accommodation at Kenyon College.

The American with Disabilities Act (ADA) defines a person with a disability as someone who has a physical or mental impairment that substantially limits one or more major life activities. The three factors influencing a determination of substantial limitation are 1) the nature and severity of the impairment, 2) the duration or expected duration of the impairment, and 3) whether the impairment is characterized as permanent or long-term. The ADA’s prohibition against discrimination also includes people who have a record of such an impairment, even if they do not currently have a disability.

Process for Requesting a Reasonable Housing Accommodation
*This does not include Service Animals, as defined by the ADA*
Reasonable housing accommodations must be requested and approved for each academic year, with summer considered as part of the previous or subsequent academic year. Kenyon College will accept and consider reasonable housing accommodation requests at any time, however, completed requests must be received by the Office of Student Accessibility and Support Services (SASS Office) by the following dates in order to ensure that approved requests can be accommodated for the specified term and/or remainder of the academic year:

<table>
<thead>
<tr>
<th>Academic Term</th>
<th>Student Group</th>
<th>Application Due Date</th>
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</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>Upper-Class Students</td>
<td>March 1</td>
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<td>First-Year/Transfer Students</td>
<td>June 15</td>
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<tr>
<td>Spring Semester</td>
<td>All Students</td>
<td>November 15</td>
</tr>
<tr>
<td>Summer Housing</td>
<td>All Students</td>
<td>April 1</td>
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Should a need for housing accommodation occur during a current term and/or after one of the aforementioned dates, students should complete the process below as soon as possible. While Kenyon College will make every reasonable effort to address all requested accommodations, Kenyon College cannot guarantee that requests received after the stated application due dates can be accommodated for the current and/or upcoming term.

Information regarding emotional support animals can be found in Kenyon College’s Emotional Support Animal Policy.

Submitting a request for a reasonable housing accommodation does not guarantee an accommodation. Students must complete the housing accommodation request process and receive approval before engaging in any behaviors related to the requested housing accommodation.
Students seeking reasonable housing accommodations should follow the following steps:

1) Complete and submit a [Housing Accommodation Request Form](#) to the SASS Office. The SASS Office will provide assistance to students who, due to their disability, require assistance to complete this form.

2) When the disability and/or need for accommodation is not obvious, students must also complete and submit a [Housing Accommodation Verification Form](#) to the SASS Office.

3) Upon receipt of the Housing Accommodation Request Form, and, when applicable, Housing Accommodation Verification Form, the Director of SASS will review the form(s). Should additional information be needed, a student must also sign a release of information so that Kenyon College may verify the disability and/or that the requested accommodation is necessary for the use and enjoyment of applicant’s living space.

4) The Housing Accommodation Committee, comprised of the Director of SASS, Director of Housing and Residential Life (HRL)/Assistant Dean of Students, Associate Director of HRL, and a medical professional from the Health and Counseling Center will meet to determine if it is necessary and reasonable as well as whether to grant or deny the housing accommodation request.

5) Unless there are exigent circumstances, the SASS Office will provide a written response to housing accommodation requests within 14 business days of when all application materials were received and verified by the SASS Office (as defined in #3).

**Documentation**

Housing accommodations are not standard academic accommodations. Therefore, in order to determine if a housing accommodation request is reasonable, students must provide reliable documentation that they are a student with a disability, the requested accommodation is necessary in affording them the opportunity to use and enjoy their living space, and that there is an identifiable relationship, or nexus, between the requested accommodation and their disability.

When the disability and/or need for accommodation is not obvious, students must complete and submit a [Housing Accommodation Verification Form](#). This document requires students to designate a reliable third-party to verify the disability and provide an opinion as to whether the requested accommodation is necessary for use and enjoyment of their living space. A reliable third party is someone who is familiar with the individual’s disability and a necessity for the requested accommodation. A reliable third-party includes, but is not limited to someone who provides medical care, therapy or counseling to persons with disabilities, including, but not limited to, doctors, physician assistants, psychiatrists, psychologists, or social workers.

**Approval of the Housing Accommodation**

If the Housing Accommodation Committee determines that a requested housing accommodation is necessary and reasonable, the SASS office will contact the student, in writing, within 14 calendar days of when all application materials were received, verified, and approved to arrange a meeting to discuss the implementation of the accommodation. The meeting may occur between the student and the SASS office and/or Office of Housing and Residential Life.
Appeals
If the Housing Accommodation Committee determines that a requested housing accommodation is not necessary and/or unreasonable, the student may file a written appeal with the Dean of Students within seven (7) calendar days of the denial. The appeal will be considered “on the record” (i.e. on the basis of written materials, information and/or documentation only).

The appeal must be based upon one or more of the following criteria:
- Procedural error(s) made in the consideration of the request;
- New information unavailable at the time of the request (i.e. updated medical information);
- A decision not supported by the manifest weight of the evidence.

Upon receipt of the appeal, the Dean of Students will review all of the relevant information and provide a written response within 14 business days granting the appeal and modifying the initial decision, or denying the appeal and maintaining the initial decision. The Dean’s decision shall be considered final.

Additional Information
Students must complete the form for the academic term(s) for which they are requesting a housing accommodation. Kenyon College reserves the right to revise this policy at any time, as circumstances require.