

PROCEDURE

Effective Date: February 5, 2018
Approved by: Vice Provost, EOO

Authority: POL-U1600.03

PRO-U1600.03D RECEIVING DISABILITY ACCOMMODATION IN UNIVERSITY RESIDENCES

Preamble

University Residences adheres to the University's Accommodating Persons with Disabilities policy (POL-U1600.03), which reflects Western's commitment to compliance with Title II of the Americans with Disabilities Act (ADA) of 1990 as amended; Section 504 the Rehabilitation Act of 1973 (P.L. 93-11) and [45 C.F.R. Part 84](#); Fair Housing Act of 1968 [42 U.S.C. Sec. 3601 et seq.](#), [Chapter 49.60 RCW](#); and [Chapter 28B.10 RCW](#).

University Residences recognizes the importance of providing reasonable accommodations in its housing and dining policies and practices and is committed to supporting the University's educational purpose and mission. With direction from [disAbility Resources for Students \(DRS\)](#), University Residences provides comparable, convenient and accessible housing to students with disabilities, without charging a higher room rate for a DRS approved disability accommodation.

DRS can be contacted at 360-650-3083 (V) 360-255-7175 (VP) or drs@wwu.edu

Action by:

Student with disability

Action:

If the disability or need requires some accommodation (e.g., accessible shower, visual fire alarm, single room, additional space or furniture configurations for durable medical equipment, early arrival, etc.) in order to create equal access to the living facility and/or program:

1. **Apply** for Housing.

- Select yes for "reasonable accommodation in Housing" on housing profile.
- Be aware of [Housing Timeline and Deadlines](#)

Priority Application Period for Housing

- Fall Quarter: February 1 – May 1
- Winter Quarter: October 1 – December 1
- Spring Quarter: January 15 – March 1

2. **Apply** for services with [disAbility Resources for Students \(DRS\)](#) and **submit** documentation from your healthcare provider.

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Disability Resource Services (DRS)

- Specifically for housing and dining accommodations, DRS recommends students apply at least two weeks before the dates listed in Step 7.
3. **Provide** documentation to DRS to support the accommodation request.
 4. **Engages** in an interactive process with students who apply for DRS services about the accommodations that need to be in place to address barriers on their housing experience. Students should allow at least two weeks for this step, which may include DRS scheduling appointments, reviewing medical documentation, and coordinating any necessary follow-up with the student or their healthcare provider.
 5. **Reviews** the documentation provided and determines what accommodations the student needs.
 6. **Notifies** the student of approved accommodations, and if the student needs to complete any additional steps.
 7. **Informs** University Residences of all approved accommodations and the type of room assignment required, on the following schedule:
 - Returning residents: February 15
 - New residents for Fall Quarter: June 15
 - New residents for Winter Quarter: November 15
 - New residents for Spring Quarter: February 15
 - New residents for Summer Quarter: May 15
 - New residents for Winter Quarter: November 15

University Residences

8. **Places** students in housing consistent with their DRS-approved accommodations.
9. **Posts** assignment in [MyHousing](#) per stated dates. (By August 1 or September 1 for fall start).
 - Requests submitted after fall quarter deadlines, and all requests made for winter/spring quarters, will be processed as soon as space become available, but

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may be added to a waitlist.

- For more information regarding service animals or emotional support animals in University Residences, please refer to the [Residential Community Standards](#) Animals in Residence section, and Disability in University Residences section.