



Housing Accommodation Request Process for Students and Medical Providers

Anderson University is committed to providing reasonable housing accommodations for students with documented disabilities or disability-related needs in accordance with applicable federal disability laws, including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as amended, and, where applicable, the Fair Housing Act.

Students who self-identify as having a documented disability that is related to a housing need may submit a request for a reasonable housing accommodation. A reasonable accommodation is a modification or adjustment to a housing policy, practice, or assignment that may be necessary to provide a student with equitable access to university housing.

Requests are reviewed on an individualized, case-by-case basis by a committee composed of members of the Center for Student Success, in consultation with Residence Life. The review process considers the student's documented disability-related need, the functional limitations described by the student's provider, the reasonableness of the requested accommodation, and available housing options.

Students seeking housing accommodations related to a documented disability must complete the following steps:

- Complete the Housing Accommodation Request form here:
<https://form.jotform.com/52874366252966>
- Submit documentation from a qualified treating physician, licensed mental health provider, or other appropriate medical provider on professional letterhead. The documentation should describe:
 - The student's disability or disability-related condition;
 - The functional limitation connected to the student's housing environment;
 - The specific housing adjustment being recommended; and
 - The relationship between the student's disability-related need and the requested housing accommodation.

Documentation should be provided to the **Center for Student Success**, located on the second floor of Thrift Library.

- The letter may be attached to the Housing Accommodation Request form.
- It may also be emailed to studentsuccess@andersonuniversity.edu.
- Requests will not be reviewed until all required documentation has been received.



David Larson McPhillips
Center for
Student Success
at ANDERSON UNIVERSITY

Housing accommodation requests are intended to provide equitable access to university housing. Approval of a housing accommodation does not guarantee a specific room, residence hall, roommate arrangement, or housing assignment. The University will make reasonable efforts to provide an approved accommodation, subject to availability and the individualized circumstances of the request.

Students seeking housing adjustments for the fall semester should submit requests **no later than August 1**. Students seeking housing adjustments for the spring semester should submit requests **no later than December 15**.

Students must reapply each academic year for any housing adjustment to be considered, following the process outlined above.

If a student submits a Housing Accommodation Request after classes have begun for a given semester, the committee will still review the request. However, due to housing availability and operational considerations, any approved adjustment may not take effect until the following semester unless immediate implementation is feasible and required as a reasonable accommodation.

The University does not discriminate on the basis of disability and will engage in an individualized review process to determine whether a requested accommodation is reasonable and necessary to provide equal access to university housing. The University may deny or modify a request if the requested accommodation is not supported by documentation, is not disability-related, would impose an undue administrative or financial burden, would fundamentally alter the nature of the University's housing program, or is otherwise not reasonable under applicable law.

If you need further assistance, please contact the Center for Student Success
at studentsuccess@andersonuniversity.edu.