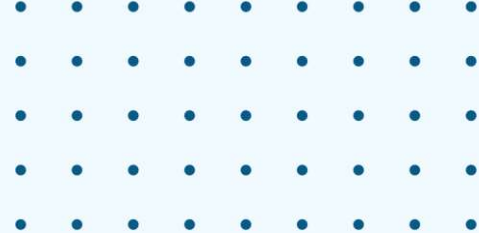




FSC HOUSING REASONABLE ACCOMMODATION POLICY

2024-25

FSC HOUSING REASONABLE ACCOMMODATION POLICY



I. INTRODUCTION AND BACKGROUND

Florida Southern College (FSC) recognizes the importance of providing reasonable medical accommodations in its housing policies and practices where necessary for individuals with disabilities to access College housing. This Policy explains the specific requirements and guidelines which govern requests for reasonable medical accommodations in College housing. FSC reserves the right to amend this policy at any time as circumstances require.

II. PROCEDURE FOR REQUESTING REASONABLE RESIDENTIAL ACCOMMODATIONS

The Office of Student Disability Services (SDS) is responsible for evaluating whether to grant or deny requests for reasonable medical accommodations in College housing. In evaluating the request, SDS will consult with the Office of Residence Life/Community Living and the FSC ADA/Section 504 Coordinator, as necessary, to determine whether the requested medical accommodation is medically necessary and reasonable. Individuals with a disability who reside or intend to reside in College housing who believe they need a reasonable medical accommodation must contact SDS.

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

A. REQUESTING A HOUSING ACCOMMODATION

- a. An individual with a disability must contact SDS to request a reasonable medical accommodation. Guidance will be provided so the appropriate documentation is submitted for consideration of housing accommodations.
- b. FSC will accept and consider requests for reasonable medical accommodations in College housing at any time. The individual making the request for accommodation should contact SDS as soon as practicably possible before moving into College housing. However, if the request for accommodation is after the below deadline, FSC cannot guarantee that it will be able to meet the individual's accommodation needs during the first semester or term of occupancy. Housing availability will be dependent on the inventory present at the time of determined eligibility. Residential accommodations have a better chance of availability and placement if eligibility is determined by SDS by the following deadlines:

Entering in Fall

- ▶ Returning students - March 1st
- ▶ New, first-time in college students - April 1st
- ▶ New transfer students - June 1st

Entering in the Summer

- ▶ Summer students - April 1st

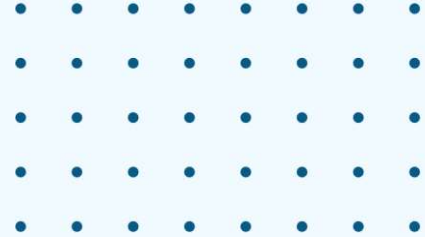
Entering in the Spring

- ▶ All Students - November 1st

- c. If the need for the medical accommodation arises when an individual already resides in College housing, he/she should contact SDS as soon as practicably possible. FSC 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 a reasonable time of receiving the information described in paragraph 2 below.



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B. INFORMATION THAT MAY BE REQUESTED FOR HOUSING-RELATED REASONABLE ACCOMMODATION REQUESTS

Student 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 medical accommodation is reasonable and necessary to provide the individual with equal access to College housing.

- a. **Obvious Disability:** If the individual's disability and the necessity for the medical 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 he/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 medical accommodation is not obvious, the College may require the individual to designate a reliable, licensed third party who can verify that the requested medical accommodation is necessary to provide the individual an equal opportunity to access College housing, but may not seek information about the individual's disability.
 - ii. If the disability and necessity for the medical accommodation are not obvious, SDS will require the individual to designate a reliable, licensed third party who can verify that the individual has a disability and that the requested medical accommodation is necessary to provide the individual an equal opportunity to access College housing.
 - iii. A reliable, licensed third party is someone who is familiar with the individual's disability and the necessity for the requested medical accommodation. A reliable third-party includes, but is not limited to, a doctor or other medical professional, or a non-medical service agency (e.g., National Association of the Deaf).

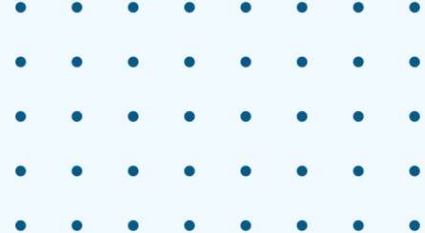
Absent exceptional circumstances, within a reasonable time of receiving the accommodation request and supporting documents as needed, the Associate Vice President for Student Support, after consultation with the FSC ADA/Section 504 Coordinator, will determine if the medical accommodation is necessary because of a medical disability to provide the individual equal access to College housing.

If the third party does not provide sufficient information for Student Disability Services to determine whether an accommodation is medically necessary, the Associate Vice President for Student Support 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 a reasonable time of receiving the verification.

The individual making the request for accommodation must collaborate with Student Disability Services in a timely manner in providing all information needed to determine whether the requested medical accommodation is necessary.



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C. DETERMINATION OF REASONABLENESS

- a. Student Disability Services may deny the requested medical accommodation if it is unreasonable. SDS shall consult with Residence Life/Community Living 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.

D. APPROVAL OF ACCOMMODATION

If Student Disability Services determines a requested accommodation is necessary and is not unreasonable, it will contact the individual, in writing, within a reasonable time of its determination, to arrange a meeting to discuss the implementation of the accommodation.

E. DENIAL OF ACCOMMODATION

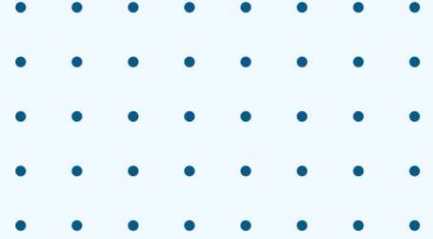
- a. If Student Disability Services determines the student is a person with a disability but is not eligible for the requested accommodation, SDS will contact the individual, in writing, within a reasonable time of its determination and engage in an interactive process with the individual to determine 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 Student Disability Services or there are no alternative accommodations available, SDS will provide a verbal explanation and written notification to the individual of the denial and the reasons for the denial. The notification shall be in writing and made within a reasonable time of the notification from the individual of their unwillingness to accept any of the alternative accommodations offered or the determination that there are no alternative accommodations available.
- c. An individual may also use the grievance procedure provided under the general College antidiscrimination policies. This grievance procedure can be found at <https://www.flsouthern.edu/getmedia/d33a3c34-c995-49ab-a776-ce4a7e716068/FSC-Disability-Grievance-Procedures.pdf>

F. CONFIDENTIALITY AND RECORD KEEPING

In processing requests for reasonable medical 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 medical 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.



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G. NON-RETALIATION PROVISION

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

