



LIMESTONE
EQUITY AND INCLUSION OFFICE

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HOUSING REQUESTS BASED ON MEDICAL, PSYCHOLOGICAL OR DISABILITY RELATED NEEDS POLICY AND PROCEDURES

At Limestone College, we are deeply committed to the full participation of students with disabilities in all aspects of college life, including campus housing experiences. Students attending Limestone College who seek housing accommodations must qualify in keeping with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and its amendments. Qualifications and reasonable accommodations are determined by the Equity and Inclusion Office.

The learning environment and residential living are central to the Limestone College experience. It should be noted that living within the community and learning to share space and be considerate of others is part of that learning experience. Requests for single rooms or off-campus housing (as an accommodation) based on a desire to have a "quiet, undisturbed place to study" will be granted only in unusual circumstances. Limestone College students are encouraged to make use of study halls and/or the library for studying.

By virtue of the shared facilities, resources, and number of people living under one roof, it is not logical to assume that having a private room would provide for a quiet, distraction-free space to any appreciable degree beyond living in a standard double room. Off-campus housing requests are approved only in the event that a disability-related barrier to campus living is identified for which other accommodations cannot be made.

Housing accommodation requests should be made several weeks before the beginning of the semester to allow time for meeting with the Equity and Inclusion Office to discuss the request and following up with the student's medical provider if necessary. In some instances, it may be necessary for an Equity and Inclusion team member to contact the medical provider to verify the need for accommodations. Returning students should make housing requests by March 1st, prior to the housing selection process for the upcoming academic year. New students should make housing accommodation requests by May 1st of the upcoming academic year. If the request for accommodation is not made by the deadline, Limestone College cannot guarantee that it will be able to meet the individual's accommodation needs during the first semester or term of occupancy. If the need for the accommodation arises when an individual already resides in campus housing, the student should contact the Equity and Inclusion Office and complete the required forms as soon as practicably possible. Limestone College cannot guarantee that it will be able to meet

the accommodation needs during the semester or term in which the request is received. Returning students who were previously approved housing accommodations who wish to request housing accommodations for the upcoming academic year must reapply annually.

You must register and qualify for accessible education services. The following components are required for the process:

1. Complete the Housing Accommodations Request Form from which can be found at <http://my.limestone.edu/academic-resources/accessibility> or from the Equity and Inclusion Office in Fort D, Room 201. If an individual requires assistance in completing the form due to being differently-abled, an Equity and Inclusion team member will provide assistance in completing the form.
2. Provide documentation from a qualified medical professional using the Housing Accommodations Request Medical Provider Form found at <http://my.limestone.edu/academic-resources/accessibility> or from the Equity and Inclusion Office in Fort D, Room 201. The form must be completed by a licensed professional who has relevant training and experience diagnosing and treating the reported condition. The professional may not be related to the individual being evaluated. If an individual requires assistance in completing the form due to being differently-abled, an Equity and Inclusion team member will provide assistance in completing the form.
3. In some cases, it may be necessary to meet with an Equity and Inclusion team member. The student may also be asked to meet with Residence Life staff to discuss housing accommodations. If the original request is denied, alternative accommodations that might effectively meet the individual's disability-related needs can be discussed.

Documentation supporting a request will be reviewed by the Director of Equity and Inclusion, and all documentation will be held by that office. All information is considered private.

Students will be informed of approval or denial of an accommodation request in writing within seven (7) business days, absent exceptional circumstances. If denied, students have the right to file an appeal to the Limestone College ADA Coordinator. If the appeal is denied, written notification of the denial will be provided to the student within seven business (7) days, absent exceptional circumstances. An individual may also use the grievance procedure found at <https://my.limestone.edu/academic-resources/accessibility/grievance-procedures> or from the Equity and Inclusion Office in Fort D, Room 201. If an individual requires assistance in completing the form due to being differently-abled, an Equity and Inclusion team member will provide assistance in completing the form.

Limestone College will not retaliate against any individual because that individual requested or received a reasonable accommodation.

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