

REQUESTS AND PROCEDURES FOR RESIDENTIAL STUDENTS WITH DISABILITIES POLICY

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Policy Statement

Students and prospective students, who have a disability, may complete a request for a reasonable accommodation at any time during their enrollment. In order for consideration, requests must be submitted by completing a Request for Reasonable Accommodation form and attaching the specified supporting documents. To allow adequate time to consider and process applications for residential students it is highly recommended that the documentation be completed immediately after a housing application is submitted. Students are encouraged to communicate early and thoroughly with Disability Services to ensure their needs can be met effectively.

Reason for Policy

We value the contributions all students make in the residence halls. Student needs differ individually and Residence Life will make reasonable accommodations for students with qualified disabilities. One such accommodation is an assistance animal (service or emotional support animal). Roosevelt recognizes the importance of assistance animals to individuals with disabilities. Roosevelt is committed to allowing people with disabilities the use of an assistance animal to facilitate their full-participation and equal access to Roosevelt's programs and activities. With this in mind, Roosevelt has established this policy of reasonable accommodations to assist residential students with disabilities. Set forth below are specific requirements and guidelines concerning the appropriate use of and protocols associated with assistance animals living in residence halls. Roosevelt reserves the right to amend this policy at its discretion.

Entities Affected by this Policy

Residence Hall Students of Roosevelt University

Web Address

<http://www.roosevelt.edu/Policies.aspx>

Process for Requesting Reasonable Accommodations

Students requesting housing accommodations due to a disability must first register with Disability Services. Disability Services is located in Auditorium Room 128. Next step is for students to complete the Request for Reasonable Housing Accommodation form with Disability Services and attach supporting documentation. Disability Services will then send the completed form to Residence Life for review.

The Request for Reasonable Housing Accommodation form, submitted by the student, must include the first and last name, student ID number, housing assignment (if already assigned), the specific accommodation requested, and a statement discussing the relationship between the limitations associated with the disability and the requested accommodation. Students are also expected to provide written support from a qualified health care professional. This documentation must be dated less than one year from the request and include the following information:

1. Verification that this professional has been actively treating the individual making the request within the past year;
2. Verification that the person has a qualifying disability that impacts a major life activity;
3. The recommended accommodation(s) and an explanation of how the accommodation will assist the student.

Contact Disability Services with any questions about the requirement for documentation.

Upon receipt of the request the Director of Residence Life will contact the student to verify information or seek clarification about the limitations and the requested accommodation in order to assist with individual accommodations. Roosevelt University is committed to arranging accommodations for a student in need as soon as reasonably possible upon receipt of the request. Information provided will remain confidential and only be shared with university administrators involved in assisting with the request for an accommodation.

The procedures outlined above only apply to residence halls owned by the University (Wabash Building (WB) and University Center (UC)). In the case of leased residence hall space, there may be additional forms and documentation required when requesting an accommodation.

General Information about Assistance Animals

Service Animals

Per Title II and III of the Americans with Disabilities Act, Roosevelt University allows a person with a disability to be accompanied by a service animal. Service animals are defined as animals that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, and alerting/protecting a person who is having a seizure. The provision of emotional support, wellbeing, comfort, or companionship does not constitute work

or tasks for the purposes of defining a service animal. The work or task a service animal has been trained to provide must be directly related to the person's disability. Students with service animals are permitted to bring their service animal in all areas of a place of public accommodation. This includes any University housing assigned to the student.

Emotional Support Animals

Per the Fair Housing Act, Roosevelt University provides reasonable accommodations for an emotional support animal in university housing. An emotional support animal is an animal that is necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling when there is an identifiable relationship or nexus between the person's disability and the assistance the animal provides. Typically, an emotional support animal is prescribed to an individual with a disability by a healthcare or mental health professional and is an integral part of a person's treatment process. An emotional support animal is not necessarily a service animal (dog), although in some instances a service animal (dog) could qualify as one. Except to the extent that a service animal also qualifies, emotional support animals are only allowed within a person's residence in university housing. Emotional support animals are not allowed in any other areas of the campus unless transporting them on and off campus.

Accommodations for Assistance Animals

Pets (other than aquarium fish) are not allowed in the residence halls. However, Residence Life will consider requests for assistance animals (defined as service animals or emotional support animals) as accommodations in appropriate circumstances. Animals living in the residence halls create a unique variable in community living, potentially impacting the entire community in differing ways. As such, care must be taken to ensure the rights of all residents living in the community are protected.

Reasonable accommodation requests that involve animals follow the normal accommodation process for any student who presents a disability.

After a request is approved, students must comply with state and local requirements regarding vaccinations and licensing. Animals must have current tags with appropriate identification clearly displayed. Dogs must have rabies tags clearly displayed. The student must provide verification from the animal's veterinarian stating that the animal complies with the state and local requirements, is socialized, does not have a history of aggressive behavior, and does not pose a threat to the other members of the community. Animals to be housed in University housing must have an annual clean bill of health from a licensed veterinarian. The University has authority to direct that the animal receive veterinary attention. Veterinarian records will be maintained through Disability Services.

The university may place other reasonable conditions or restrictions on the animal, depending on the nature and characteristics of the animal.

Limitations

Under most circumstances, only one assistance animal is allowed per resident or room. Assistance animals in residence halls must be able to tolerate the small room size and other unique aspects of residence hall living and not disrupt the learning environment of the residence halls, or the safety and comfort of other residents.

Service animals are allowed in all university facilities, including classrooms and dining halls. Emotional support animals must remain in the student's assigned residence hall room, other than as necessary to take the animal out of the building. All assistance animals must be on a leash or harness or crated when being transported out of the building, unless in the case of a service animal where a leash would interfere with the service animal's safe, effective

performance of work or tasks.

Students who require assistance animals should be sensitive to the quality of life for an animal living in a small living space. Student owners are required to clean up after their animals, and will be responsible for any damages caused by the animal to university property or property of roommates. Assistance animals that are a nuisance due to noise, hygiene, or aggressiveness will not be allowed to continue living in the residence halls.

Without disclosing the student's disability, members of the floor or individual apartments will be notified of an assistance animal coming to live in the community. Residents with concerns about being in a room/suite with an assistance animal will be expected to engage in an interactive process to resolve conflicts. Students with a verified disability that requires an assistance animal will be given equal consideration for assignment to a private room as a student with any other verified disability; that assignment will be at the scheduled rate for that room type.

Student Responsibilities for Assistance and Support Animals

- 1) Students with an assistance or support animal are entirely responsible for their animal's care and wellbeing.
 - a. Food for animals must be kept in a covered, sealed storage container (not a plastic or paper bag).
 - b. Animals may not be bathed in the shower rooms of the residence halls.
 - c. Students are expected to regularly clean crates, cages, and bedding.
- 2) Animals left unattended in a resident's room must be crated or otherwise appropriately contained.
 - a. Animals may not be left unattended in a residence hall overnight or for an extended period of time.
- 3) Support or Assistance animals must be housebroken.
 - a. Owners are responsible for handling and disposing of animal waste.
 - i. If an animal has an "accident" inside a University building, the owner is expected to contact Physical Resources, so that the University may ensure that the area is properly cleaned. This applies to student room and common spaces.
- 4) Students are expected to notify Residence Life if the animal develops a pest problem (fleas, ticks, etc.) so that the University's professional pest control vendor can ensure the problem is taken care of properly in the affected area. Students will assume responsibility for the cost of the pest control process.
- 5) Students will be asked to relocate their animal in the case of inspections, work orders, etc.
- 6) In the event that an animal develops a health problem, this issue must be addressed immediately.

If any of the expectations listed above are not met, Residence Life will work with Disability Services and the resident to correct the issues. If the issues are not corrected to the satisfaction of Residence Life or Disability Services, or are severe in nature, the animal will be removed from the residence halls on a temporary or permanent basis.

Conflicting Disabilities

Residence Life will make a reasonable effort to notify tenants in the residence hall where the animal will be located of the existence of a service or emotional support animal in the building.

Students with medical condition(s) that are affected by animals (respiratory diseases, asthma, severe allergies) should contact Disability Services if they have a health or safety related concern about exposure to a service or emotional support animal. The individual will be asked to provide medical documentation that identifies the condition(s), and will allow determination to be made as to whether the condition is disabling and whether there is a need for an accommodation. Disability Services will work with Residence Life to resolve any conflict in a timely manner, considering the conflicting needs and/or accommodations of all persons involved. In the event that an agreement cannot be reached, Disability Services and Residence Life's joint decision is final and not subject to appeal.

Implementation

The Assistant Dean of Students and Academic Success Center are responsible for implementing this Policy as it relates to residential students with disabilities.