



## **Requests for Disability-Related Accommodations in Residence Halls (Homewood Campus)**

Students with disabilities may be eligible for accommodations in the University's residence halls if they formally request them and provide appropriate supporting documentation. To be eligible, students must meet the deadlines for applying for housing accommodations and follow all policies related to the housing selection process. While late requests for accommodations may be submitted, such requests will be handled on a case-by-case basis and it is less likely that the University will be able to grant them.

### **Procedure**

1. Students seeking housing accommodations must contact the Director of Student Disability Services to arrange an in-person meeting (if possible) or a telephone conversation to discuss the nature of the student's need and the preferred manner for accommodation.
2. Students must then register with the Office for Student Disability Services. They can do so by submitting: (1) a completed Intake Form, and (2) documentation of their disability(s) that meets Johns Hopkins University's Documentation Guidelines. All materials should be submitted via e-mail ([studentdisabilityservices@jhu.edu](mailto:studentdisabilityservices@jhu.edu)) to the JHU Office for Student Disability Services. The [Intake Form](#) and [Documentation Guidelines](#) can be found on the Office for Student Disability Services' [website](#). Questions related to this process should be directed to the Office of Student Disability Services at (410) 516-4720.

Deadlines for new housing accommodations requests, including the submission of completed Intake Forms and documentation, are as follows:

- Rising sophomores, juniors, and seniors seeking accommodations during **Fall Semester**: February 7<sup>th</sup> \*
- Incoming freshmen and transfer students seeking accommodations during **Fall Semester**: May 15<sup>th</sup>

*\* On-campus housing is not typically provided for rising juniors and seniors. It is only granted to those students whose documented disability supports it as a necessary and reasonable accommodation.*

- Students making new housing accommodations requests for **Spring Semester** who weren't residing on campus during Fall Semester (e.g. Transfer students, Students returning from Leave of Absence, Students returning from Study Abroad) must do so no later than November 15<sup>th</sup>. \*\*

*\*\* Students who are residing on campus during Fall Semester without accommodations, but who wish to be accommodated during Spring Semester must meet this deadline as well.*

Students who were authorized for accommodations during any Fall Semester are guaranteed the same accommodations during their subsequent Spring Semester without having to make an additional request for the accommodation.

Rising sophomores, juniors, and seniors who were authorized for accommodations during previous academic years must formally re-request their accommodations before every Fall Semester, meeting the February 7 deadline listed above. These students will receive a letter from the Director of Housing and Operations in late January, reminding them of the need to make their request. Note: Students seeking continued accommodation need not re-submit documentation of their disability unless previously informed of the need to do so.

3. All disability-related documentation submitted by students and their medical providers will be maintained in a confidential location in the Office for Student Disability Services. Upon receipt of this information, the Director of Student Disability Services will review the accommodation request to ensure that the documentation meets the University's posted Guidelines. If the Guidelines are not met, the Director of Student Disability Services will e-mail the student with information on what additional information is required and an invitation to submit updated documentation no later than June 13<sup>th</sup> (for Fall accommodations). If the Guidelines are met, the Director of Student Disability Services will confer with the Director of Housing and Operations to determine the most reasonable and suitable manner for implementing the accommodation within the residence halls. Diagnoses and other disability-related information will only be shared with the Director of Housing and Operations to the extent necessary to determine appropriate accommodations. Reasonable requests supported by valid, comprehensive documentation that do not create an undue burden for the University will be authorized. Alternatives to unreasonable requests will be considered for students whose documentation supports some form of accommodation.
4. The Director of Housing and Operations will notify the student via e-mail when a decision has been made regarding whether an accommodation is due and in what form. The student will be invited to speak with the Director of Housing and Operations to discuss the implementation of the accommodation if one has been authorized.