



## Housing Accommodations for Students with Disabilities

At Willamette, housing is considered part of the educational experience for all first- and second-year Willamette students. Our goal is to support your full inclusion and engagement in this educational experience.

Students with disabilities may request disability-related housing accommodations through the Accessible Education Services office. Students requesting dietary accommodations while living on campus must first speak directly with the director of Bon Appétit; see the reverse side of this document for details.

An individual with a disability is defined by the Americans with Disabilities Act as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.

### Procedure to Request Disability-Related Housing Accommodations

1. Schedule an appointment with Accessible Education Services (503-370-6737) at least one month before the advertised housing selection date to ensure adequate time for your completed request to be considered. The time frame for determining your eligibility for an accommodation may vary based on the level of detail provided in your disability documentation and/or Eligibility Form.
2. If you are an admitted student with a Willamette email, complete the [AES Online Application](#) as soon as you have made your appointment. You may upload your disability documentation on the second page of the application.
3. We recommend that you bring a completed [Housing Accommodations Request form](#) to your initial meeting. You may come to your meeting without this form, though we can begin to process the request form as soon as it is received. The following components of the Request Form are required:
  - a. A **written statement** describing the accommodation you are requesting, the effect of your disability on your life and your experience in campus housing, and the reasons for your request (pp. 1-2 of the above Request Form)
  - b. An **Eligibility Form** completed by a qualified professional (pp. 3-4 of the above Request Form).
  - c. Any additional documentation of a disability that includes a **thorough description of the functional impact of the disability** from a qualified professional. This documentation can also be uploaded as part of the AES Online Application (see step #2).
4. Attend your appointment with the Accessible Education Services (AES) Director to discuss your request, review the components of the Request Form Form and the documentation you have provided, and determine if additional information is required. Incomplete documentation will delay our decision.

5. The AES Director meets with the Disability Housing Accommodation Committee to review completed accommodation requests and determine whether or not a housing accommodation is **necessary due to disability-based limitations and feasible within the residential system**. You will be contacted via email once a decision about your request is made. Each decision is made on an individualized, case-by-case basis. Our goal is to allow you to engage in the educational process. At Willamette, housing is considered part of the educational experience for all Willamette students.

### **Accommodations for Sorority Residents**

Sorority residents follow the above Procedure to Request Disability-Related Housing Accommodations. In some cases, the AES Director may consult a sorority representative to help determine whether or not the sorority is able to provide the requested accommodation for their member. Information the student shares with the AES Director is kept private except as needed to determine appropriate supports. In most cases, sororities are able to accommodate their member's needs. In the case that a sorority cannot provide an appropriate accommodation, the student will be referred to Housing & Conferences for an accommodation in a residence hall.

### **Dietary Accommodations**

The first step is to contact [Bon Appétit's Food Service Director](#), to see if there are ways to minimize and/or eliminate exposure to allergies.

Requests for dietary accommodation through Accessible Education Services (AES) will not be determined or fully considered without a good faith effort to see if Bon Appetit can accommodate your dietary restrictions with an existing meal plan. AES uses the housing accommodation request process for modifications to meal plans for disability-related reasons as it is part of room and board.

### **Disability Documentation**

Please refer to our [Documentation Guidelines](#) for detailed information about appropriate disability documentation.

### **Renewing Accommodations**

Some disability housing accommodations need to be renewed each year. If you are eligible for a disability housing accommodation, you will receive an e-mail from the AES director notifying you of the modifications you are eligible for and whether annual renewal is necessary. Review this e-mail carefully and retain it for your records.

### **Housing Requests Unrelated to Disability**

Some housing requests are not disability related. Please review information on the elements of quality disability documentation found in our [Documentation Guidelines](#) and work with a qualified medical provider to carefully assess whether they can meet the criteria for sufficient documentation.

### **Contact**

If you have any questions about your documentation, the accommodations process, or if you find that your current accommodations are not working, please contact:

Accessible Education Services  
Smullin Hall 155  
[accessible-info@willamette.edu](mailto:accessible-info@willamette.edu) | 503-370-6737