

## **Housing Medical Accommodation and Agreement Exception Procedure**

### **Housing Medical Accommodation Procedure**

St. Joseph's University New York (SJNY) is committed to providing reasonable housing accommodations for students with documented medical conditions or disabilities. These accommodations are designed to ensure equitable access to the residential experience, while maintaining the University's responsibility to balance available housing resources in partnership with Educational Housing Services (EHS).

Requests for housing medical accommodations are considered on a case-by-case basis and must be supported by appropriate, recent documentation from a qualified medical professional. Accommodations are provided to address documented medical needs; not personal preferences.

### **Timelines**

- Students must submit requests for housing medical accommodations by the Priority Housing Deadline set by Residence Life.
- Submissions after the deadline will be reviewed and considered; however, timely approval and placement cannot be guaranteed.

### **Request & Review Process**

- Students indicate a need for housing medical accommodations on their housing application.
- Upon receiving a request, Residence Life refers the application and documentation to the Coordinator of Accessibility Services for review.
- The Coordinator of Accessibility reviews and verifies all documentation submitted and may request additional information as needed.
- Additional information may be requested, including but not limited to:
  - Physician letters, diagnostic information, treatment history, or verification of ongoing care.

### **Decision & Notification**

- The Coordinator of Accessibility Services provides a formal recommendation to Residence Life and Student Life based on the review of documentation.
- Based on the review of documentation, the Coordinator of Accessibility Services provides a formal recommendation; the Assistant Vice President of Student Life, Director of Student Involvement, and Associate Director of Residence Life, review and confirm the outcome
- Students are notified of the decision jointly by Accessibility Services and Residence Life.
- If approved, the notification will specify the type of accommodation (e.g., single room, specific roommate assignment, allergen-sensitive environment, etc.).
- Residence Life implements approved accommodations within the limitations of available housing inventory.
- The University maintains a limited number of spaces per its contract with EHS, and accommodations will be made within those contracted resources.

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- Students may request reconsideration of a housing accommodation decision by responding to their decision notification via email. Requests will be reviewed on an individual basis; however, decisions will generally only be modified when new or substantially different information, a material change in circumstances, or other extenuating circumstances warrant further review. Any accommodation remains subject to the University's available housing resources and operational capacity.

### **Important Notes on Accommodations**

- Approval of a housing accommodation does not guarantee assignment to a single room. A single room is one potential accommodation but is dependent on medical necessity, availability, and contracted space.
- Single rooms are not guaranteed to provide complete privacy, quiet, or allergen-free environments. Students should expect to engage in shared community living, including negotiating space, schedules, and social interactions.
- Students may be required to submit updated requests or documentation each semester or academic year, unless otherwise determined by the Coordinator of Accessibility.
- The University is not required to take on accommodations that create undue financial or administrative burden or fundamentally alter housing operations.

### **Housing Agreement Exception Requests**

Students requesting release from their Housing Agreement due to a documented medical, psychological, or disability-related condition while remaining enrolled at the University may request a Housing Agreement Exception. These requests are distinct from housing medical accommodations and are reviewed individually.

### **Review Process**

- Students must submit a written request and supporting documentation from a qualified medical or mental health provider.
- The Coordinator of Accessibility Services reviews and verifies the documentation, may request additional information, and provides a recommendation regarding whether the documentation supports consideration of an exception.
- Accessibility Services serves in a consultative role and does not approve or deny Housing Agreement Exception Requests.
- The Assistant Vice President of Student Life, Director of Student Involvement, and Associate Director of Residence Life review the request, Accessibility's summary of information, and other relevant data before making a final determination.

### **Documentation**

Documentation should:

- Describe the student's current medical or psychological condition.
- Explain the relationship between the condition and the request to be released from the housing agreement.
- Reflect current treatment or provider knowledge sufficient to support consideration of the request.

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Additional documentation may be requested if the information submitted is incomplete or does not adequately support consideration.

### **Final Determination**

Housing Agreement Exception Requests are considered on a case-by-case basis. The final decision rests with Student Life, taking into account the medical documentation, Accessibility's recommendation, University policy, and operational considerations.