



Simon's Rock Housing Accommodation Policy

Residential living provides opportunities to develop new friendships and skills within a caring community environment. Learning to share space, cooperate, and be respectful of others is part of the residential learning experience.

At times a student with a disability may warrant a modification to the current residential policies. Simon's Rock recognizes the importance of providing reasonable accommodation(s) in its residential life policies and practices when necessary, so that individuals with disabilities have access to, and are able to fully participate in, the residential life programs. This policy explains the specific requirements and guidelines that apply to requests for reasonable accommodation to Simon's Rock's residential housing program.

Simon's Rock is committed to providing access to all areas of our residential programs and provides housing accommodation for students with documented disabilities in accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and Fair Housing Act (FHA).

Disability needs are assessed on a case-by case basis. An individual with a disability related need must communicate directly with the Director of Accessibility and Academic support (from now on referred to as the Director of Accessibility) to request accommodation. The Director of Accessibility is responsible for processing student requests, including reviewing documentation, interviewing students, and evaluating need. Requests for housing accommodation are reviewed in consultation with the Housing Accommodation Committee, which includes one or more representatives from our Wellness Center and Campus Life administration.

Special Note for Current Students:

Returning students who are requesting housing accommodation for the first time or who are renewing a previous housing request are still encouraged to participate in the housing lottery in order to have the opportunity to apply for group living and housing configurations or locations based on preference.

Procedures for Requesting a Housing Accommodation

Requests will not be reviewed until all four steps have been completed. Students are responsible for keeping track of deadlines.

1. **Register with the Director of Accessibility:**

Incoming students should complete the **Request for Reasonable Accommodation Form** posted on the newly admitted student web page.

Current students should send an email to jaltshuler@simons-rock.edu listing dates/times that they are free to meet.

The Director of Accessibility will arrange an appointment for an intake interview. *If you are already registered as a student with a disability and receiving accommodations, you can skip this step.*

2. **Notify the Director of Accessibility that you are requesting housing accommodation:**

Incoming students can use the Request for Reasonable Accommodation Form on the newly admitted student webpage to request housing accommodation.

Current students should email jaltshuler@simons-rock.edu with their specific request and available times to meet.

3. **Submit disability documentation:**

Please refer to **Documentation Forms and Guidelines** on the Disability Services webpage <https://simons-rock.edu/academics/academic-advising-and-support/disability-services.php> for guidance on appropriate documentation and PDFs to verify eligibility and support specific accommodation requests.

A. Mail documentation to:

Jean Altshuler, Simon's Rock, 84 Alford Road,
Great Barrington MA 01230

B. Fax documentation to 413.644.4287

C. Scans may be sent to accommodationdocumentation@simons-rock.edu

D. In person, by appointment.

Third-party documentation is limited to the information necessary to verify whether the individual making the request has a disability and/or to evaluate if the reasonable accommodation is necessary to provide access to full participation in residential life.

The individual making the accommodation request is responsible for providing all information and arranging for any third-party documentation needed to determine whether the requested accommodation is necessary by the posted deadlines.

If you have questions or concerns about documentation you are encouraged to meet with the Director of Accessibility for clarification or assistance with this process.

4. **The Director of Accessibility will contact you to schedule an interview regarding your specific housing accommodation request.** *If this was already included in initial intake interview, then step 4 will be skipped.*

Please note that students must request housing accommodations annually and submit updated documentation by posted deadlines. Previous accommodations are not automatically extended.

Housing Accommodation Request Deadlines

Requests for Housing Accommodation must be completed by the posted deadlines. Students are advised to start the process early to allow adequate time to obtain the necessary documentation. Simon's Rock will accept and consider requests for reasonable accommodation in residential housing at any time, however to ensure needs can be met, students must work within the stated time frame.

Housing Request	2024 – 2025 Academic Year	2025 Spring Semester
Current and Returning Students	April 15, 2024	November 15, 2024 (LTSA or readmitted students only)
Incoming Students	June 1, 2024	December 15, 2024 (January Admits only)

Note to Incoming Students: All effort will be made to accommodate students who enroll later than the posted deadlines however Simon's Rock cannot guarantee that it will be able to meet the individual's accommodation request during the first year of occupancy. Final determinations will not be made until the new student has deposited to the college and completed the housing application process.

Note to Returning Students: If the request for accommodation and submission of required documentation is made after the posted housing deadline, Simon's Rock will make every effort to locate appropriate housing but cannot guarantee that it will be able to meet the returning student's accommodation request during the following academic year.

Committee Review and Housing Assignment

The Director of Accessibility shares the decision-making process for housing accommodation with the Housing Accommodation Committee including one or more representatives from our Wellness Center and Campus Life administration.

In order to evaluate how Simon's Rock can meet a student's need we require sufficient information to understand how the requested accommodation relates to the current impact of the disability.

The committee reviews each student's request on a case-by-case basis including information from the interview and third-party documentation from a qualified, treating, health care provider. In determining whether the requested accommodation is reasonable, the committee evaluates whether the request is a disability-related need, the severity of the condition, the impact on the student's life if the condition is not met, whether the request is an integral component of the current treatment plan for the condition, and if there are any alternative options that will meet the student's need(s). Requested accommodations may not be granted if deemed unreasonable, unduly burdensome or if alternative accommodations are available.

The Director of Residence Life will review approved accommodation(s) and available residence to determine the appropriate placement. Please note that housing accommodations apply only to the student requesting the accommodation.

Notification

Students will be notified of the approval decision via email and will be given instructions for proceeding with housing assignment. If the housing committee determines that a requested accommodation is not warranted or is unreasonable, students may then engage in an interactive process with the Director of Accessibility to determine if there are alternative accommodations that might effectively meet the individual's disability-related needs.

Appeal Procedures

Students who do not agree with the housing committee's accommodation decision have the right to appeal the decision using the **Grievance Procedure for Students with Disabilities** posted on the student portal and external Simon's Rock website: <https://simons-rock.edu/academics/academic-advising-and-support/disability-services.php>

Confidentiality and Record Keeping

In processing requests for housing accommodation, the Director of Accessibility will take all steps *required by federal, state and/or local law* to protect the confidentiality of any information or documentation disclosed in connection with the requests. Information will only be shared to the extent necessary to determine whether to approve the request, determine if the request is reasonable, and implement any request granted.

Additional Residential Life Procedures

Meal Plan

The Dining Hall is an integral part of the group residential experience, and the full meal plan is required for all students living in campus residential halls including Tri-Dorms, Hill House, and Carriage. Dining Services works closely with students to meet their individual dietary needs. Because of this effort and the variety of options available it is rare for a student to need an accommodation in this area, however for those students seeking a meal plan accommodation due to disability, the same procedures are to be followed as with residential housing accommodations. A meeting between the student, the Director of Accessibility and the Director of Dining Services is an integral part of the accommodation process in order to determine if dietary needs can be met by Dining Hall staff.

ESA and Service Animal Policies can be found on the disability services webpage: <https://simons-rock.edu/academics/academic-advising-and-support/disability-services.php>

Special Considerations — Residential Requests

Simon's Rock recognizes that there may be times when students face extenuating circumstances requiring temporary changes to their residential assignments or meal plans. For such requests that are not based on need for access due to disability or gender/religious reasons, students should contact the **Special Campus Considerations Committee** at sccc@simons-rock.edu. The committee is made up of representatives from Campus Life, Wellness, and others as appropriate.

Students requesting a temporary change should write a short paragraph explaining the reasons for their request. Third party documentation may be requested if additional information is needed by the Committee.

The Special Campus Considerations Committee meets on a monthly basis. Requests will be processed within 2–6 weeks. Placement will depend on the Committee's decision and room availability. The decision of the Committee may be appealed to the Office of the Vice Provost. The decision following any appeal shall be final.