

Campus Life/Housing Accommodation Request Form

Student Accessibility Services, Concordia University, St. Paul

Learning to live cooperatively is an integral part of Concordia University's mission to "prepare students for thoughtful and informed living". Living with others, learning to share space, and community integration are essential to collegiate life and accommodations to encourage inclusiveness are required under federal law.

Concordia is committed to providing equal access for students with disabilities that **substantially limit a major life activity and significantly affect living arrangements**. Accommodations for housing and campus shared spaces are implemented to provide equal access to reduce disability impact, not based on preference.

Steps:

- 1) Complete CSP housing application and down payment by deadlines.
- 2) **Students are responsible for providing the Housing Accommodation Request Form and care provider documentation letter to Student Accessibility Services (SAS) by the preferred deadlines.** Additional housing fees may be applied after accommodation determinations are made or the housing request declined.
- 3) Dean of Students, Residence Life and SAS staff review all requests and determine any possible configurations/alternatives. Final decisions are based on a variety of factors: impact of disability, space availability and reasonable alternatives. A note from a care provider does not guarantee the student the requested housing accommodation.

Unique Considerations:

Single Rooms. The availability of single rooms is limited and not granted frequently. We are required to allow access for students live cooperatively whenever possible, even if space is available. We attempt to make thoughtful roommate matches instead of separating students. **Therefore, single rooms are granted based on documented requirement that the student is unable to effectively live in a roommate set up** (e.g., significant cognitive/mental health issues, physical limitations, service animal space needs).

Fully accessible housing units are available, but as they are a smaller percentage of overall housing, students with mobility impairments should discuss their options with SAS early in the admission process.

Service Animals/Emotional Support Animals: Please meet with SAS staff regarding policies and procedures for animals in Residence Life environments prior to housing deadlines. **Requests for animals in Residence Life environments is strongly encouraged to be completed by the deadline to ensure thoughtful placement of all students in the living environment.** Animals can be removed from a residence for disruptive behavior (barking, threatening, not housebroken) or lack of appropriate care by the handler.

Students with asthma or other breathing issues that rise to a significant and disabling level should be aware that most rooms are carpeted, and completely "allergen free rooms" cannot be guaranteed. Alternative placements are considered on a case by case basis.

Requests to be removed from meal plans: We make every attempt to keep students on meal plans even with allergies or sensitivities so students remain an active part of dining in the Student Life Center. Sodexo has dedicated staff that students can work with to ensure food restrictions are being considered in meal planning. Gluten free and other options are available as standard meal plan practice.

Requests to live off campus: **These are granted as a last option in most cases** as part of our legal requirement is to incorporate and allow students the experience of communal living. Documentation must specifically state why the student is unable to live in available housing configurations.

Concordia University, St. Paul reserves the right to decline accommodation requests that do not rise to the level of showing significant disability related impairment in the housing environment. We may also consider other, equally effective modifications as an alternative.

Students: please complete this form, obtain documentation from your physician or care provider and return to Student Accessibility Services by these preferred deadlines. We will consider requests after the preferred deadline on a case by case basis, but may be unable to provide them due to space available.

SUMMER SESSION: MARCH 14, 2025
FALL SEMESTER: JUNE 1, 2025
SPRING SEMESTER: NOVEMBER 14, 2025

I) STUDENT INFORMATION:

Name:

Today's Date:

LNumber:

Class Year: (Freshman, etc):

What is your accommodation request?

Reason for Request: (diagnosis, specific issues—this information will remain confidential):

Alternative Options if initial request cannot be granted (please indicate at least one alternative):

II) INFORMATION TO SAS OFFICE FROM CARE PROVIDER BY DEADLINE:

Information Required with Housing Request Form:

A letter from your physician, psychologist or other professional health care provider stating how the request will ameliorate the impact of diagnosed disability.

The letter should:

- Include diagnosis and treatment plan
- A description of the necessary housing configuration
- Possible housing configurations that would be effective as an alternative
- Credentials of the person providing the diagnosis. This must be provided with contact information and be typed on letter head and signed. The professional must have medical certification and student's diagnosis.

This information should be forwarded to Student Accessibility Services by your application date:

Student Accessibility Services
1281 Concordia Ave
St Paul, MN 55104

Confidential Fax: (651) 603-6222
For information call: (651) 641-8272/641-8207
email: SAS@csp.edu