

HOUSING ACCOMMODATIONS POLICY

Texas Christian University (“TCU” or the “University”) recognizes the importance of providing accommodations in its housing policies and practices where necessary for individuals with a disability to use and enjoy University housing. Student Disability Services (“DS”) is responsible for evaluating whether to grant or deny requests for accommodation in University housing. In evaluating each request, DS will work with Housing and Residence Life (HRL) to determine whether the requested accommodation is necessary, reasonable, feasible and available. Individuals with a disability who reside or intend to reside in University housing who believe they need a disability related accommodation must contact Student Disability Services to submit their request through the Intake Packet and their documentation.

Requests for accommodation in TCU’s housing are governed by the following requirements:

1. Documenting disability needs and functional limitations

A. First, the student must submit supporting documentation based on their disability type(s) from an appropriate medical provider that meets the documentation guidelines that are available on the DS website (www.tcu.edu/disabilityservices).

B. Documentation may be submitted to Student Disability Services electronically, by mail or by fax from the medical provider. Also, the student may bring the original documentation to Student Disability Services in Sadler Hall, Room 1010.

C. The documentation must address the student’s disability and significant limits on any major life activities. Functional limitations should be described in detail. Specific recommendations regarding the housing accommodations needed by the student, along with explanation of why such an accommodation is warranted, should be included in the documentation.

2. Requesting a housing accommodation—

A. Second, to begin the process of requesting an accommodation, an individual with a disability should submit an Intake Packet to the DS office. This packet is available from Student Disability Services and on the Student Disability Services website (www.tcu.edu/disabilityservices) under the Documentation Guidelines link. If the individual requires assistance in completing the Intake Packet because of a disability, DS will provide assistance in completing the packet.

B. The Intake Packet may be submitted electronically or in person to Student Disability Services.

C. Disability Services will confirm by email to the student’s official TCU account when the Intake Packet and supporting documentation are received.

3. Timing of the housing accommodation request—

A. TCU will accept requests and consider documentation for accommodation in University housing at any time.

B. The student making the request for accommodation should complete and provide the Intake Packet and submit supporting documentation as soon as practicably possible before moving into University housing.

C. However, if the request for accommodation is made fewer than ninety (90) days before the student intends to move into University housing, TCU cannot guarantee that it will be able to meet the individual's accommodation needs during the semester or term in which the request is received.

D. Absent exceptional circumstances, the University will attempt to provide a written/email response to a reasonable accommodation request after consideration by the Disability Services Documentation Review Committee ("DSDRC").

E. If the need for accommodation arises when an individual already resides in University housing, the student should contact Disability Services as soon as practicably possible. TCU cannot guarantee that it will be able to meet the accommodation needs during the semester or term in which the request is received. If not previously submitted, the student will need to submit the Intake Packet and the supporting documentation.

4. Working with Housing and Residence Life ("HRL")—

A. All students who plan to live in University housing must complete the HRL online application and pay the housing deposit.

B. When a student decides to submit a housing accommodation request, the student should also send an email to HRL (housing@tcu.edu) to advise that the student is submitting such request to DS.

C. If the student is submitting a room change request based on a disability, then the student should also follow HRL's procedures for requesting a room change.

D. The student is responsible for completing all HRL requirements.

E. Housing and Residence Life is responsible for making room/space placement decisions after an accommodation is approved by DS and notification is given to HRL.

F. Housing and Residence Life will make placement decisions based upon availability of feasible space.

5. Determining reasonableness of the housing accommodation request—

A. Student Disability Services will determine whether the requested accommodation is necessary, reasonable, feasible and available. DS shall make determinations on an individualized, case by case basis.

B. DS will give consideration to the severity of the condition.

C. DS may deny the requested accommodation if it is not supported by the documentation and/or functional limitations of the student's disability or is deemed not reasonable.

D. An accommodation is unreasonable if it: (1) imposes an undue financial and/or administrative burden; (2) fundamentally alters the nature of the university's operations; (3) poses a direct threat to the health and safety of others or would cause substantial property damage to the property of others, including TCU's property; and/or is otherwise unreasonable to the operation of the University.

6. Denial of accommodation and filing an appeal

A. If Disability Services determines that accommodation is necessary but the request is unreasonable, DS will contact the individual, in writing, regarding the determination to consider if there are alternative accommodations that might effectively meet the individual's disability-related needs.

B. If Disability Services determines a requested accommodation is not supported by documentation and/or functional limitations of the student's disability, DS will contact the individual, in writing, with an explanation of its determination.

C. If the individual is unwilling to accept any alternative accommodation offered by Disability Services or there are no alternative accommodations available, DS will provide a verbal explanation and a written notification to the individual of the denial, the reasons for the denial, the right to appeal the decision, and the procedures for that appeals process. The notification shall be in writing and made within seven (7) business days of the notification from the individual of their unwillingness to accept any of the alternative accommodations offered or the determination that there are no alternative accommodations available.

D. Students who wish to appeal a decision regarding accommodations shall do so in writing to the Chief Inclusion Officer/Title IX Coordinator, who shall decide the appeal. At any step during such an appeal, the person requesting the appeal may confidentially consult with appropriate professionals/advisors within or outside the University.

7. Disclosure of disability related information

A. In processing requests for reasonable accommodations, the University will take all steps required by federal and state laws and University policies to protect the confidentiality of any information or documentation disclosed in connection with the requests.

B. Such measures may including limiting access to such information to individuals specifically designated to determine and implement requests for reasonable accommodations, who will disclose the information only to the extent necessary to determine whether to grant the request, determine if the request is unreasonable, and implement any request granted, keeping all written requests and accompanying documentation in a secure area to which only those designated individuals have access, except as otherwise required by law.

8. Non-retaliation provision

A. TCU will not retaliate against any individual because that individual has requested or received a reasonable accommodation in University housing.