

HOUSING & DINING ACCOMMODATION POLICY & PROCEDURE

Columbus College of Art & Design (CCAD) provides reasonable housing and dining accommodations to students who have a documented disability and live on campus and/or have a meal plan. Housing/Dining accommodations can offset limitations presented by a disability in a housing and/or dining environment. Housing/Dining accommodations are subject to availability of space, facility capabilities, and community well-being considerations. Housing/Dining accommodations are applicable only to admitted students who have paid the housing and tuition deposits. Housing/Dining accommodations may include, but are not limited to the ability to reside in a single in Schottenstein Residence Hall as a first-year student or a meal plan/dietary adjustment.

PROCESS TO REQUEST A HOUSING AND/OR DINING ACCOMMODATION:

Requests must be made by the student directly and include the student's full name, the semester in which the accommodation will start, and the specific accommodation(s) needed. Students should submit a housing and/or dining accommodation request as early as possible before the start of the term for which the request is being submitted. CCAD will review and consider such requests at any time, however, if the request for a housing/dining accommodation is made fewer than 60 days before the individual intends to move into CCAD housing and/or start a CCAD meal plan, CCAD cannot guarantee that it will be able to meet the individual's accommodation needs during the first semester or term of occupancy. If the need for the accommodation arises when an individual already resides in CCAD housing, the owner should contact the Learning Support Office as soon as practicably possible. CCAD cannot guarantee that it will be able to meet the accommodation needs during the semester or term in which the request is received.

- 1. Student submits a written request for a housing and/or dining accommodation to learningsupport@ccad.edu. When the student's disability(ies) is not otherwise apparent, the request must be accompanied by documentation from a licensed health care provider (LHCP), defined below.** The documentation must be presented by the LHCP treating the condition for which the housing and/or dining accommodation is needed, be presented in letter format on LHCP's letterhead, and include or demonstrate the following:
 - a. The LHCP's name, credentials, contact information, and dated signature
 - b. The student has a disability, as defined by the Americans with Disabilities Act and its associated symptoms, including the major life activity(ies) the disability impacts in a housing/dining environment
 - c. The **necessity** for the accommodation in order to provide the student equal opportunity to use and enjoy campus housing/dining
 - d. A clear explanation of the nexus, or relationship, between the assistance the accommodation(s) provides and the documented disability –specifically, how will the accommodation mitigate the symptoms presented by the disability

For guidance on documentation requirements, students should provide their LHCP with the Housing & Dining Accommodation Documentation Guidelines. Documentation can be submitted either in-person, by email to learningsupport@ccad.edu, or by fax at 614.437.7261.

- 2. As documentation is received, the Learning Support Office will review and update the student via email with next steps in the process, which may include a meeting or a request for more information.**
- 3. If the documentation provides sufficient information for the Learning Support Office to determine the accommodation is necessary, the Learning Support Office, in consultation with the Residence Life Office and the Vice President for Student Affairs, will notify the student of a decision via CCAD email within 5 business days of receiving qualifying documentation.** The Learning Support Office will notify the Residence Life Office of the approved housing and/or dining accommodations so that arrangements can be made. In addition, if the accommodation is approved, the student may be required to meet with a staff member in the Learning Support Office and/or the Residence Life Office to review any housing expectations related to the approved accommodation. All housing placement procedures fall under the Residence Life Office with assignments typically sent in mid-summer.
- 4. If the medical documentation is lacking sufficient information for the Learning Support Office to determine whether the accommodation is necessary, a staff member in the Office will inform the student in writing of the documentation's insufficiency within 7 business days of receiving the documentation, and may request additional information, including speaking directly with the individual supplying the documentation.**
- 5. Students may appeal any decision directly to the Vice President for Student Affairs at cmundell@ccad.edu within 5 business days of receiving the final decision notification from the Learning Support Office.** The decision of the Vice President is final.

HOUSING & DINING ACCOMMODATION DOCUMENTATION GUIDELINES

Student/Patient Full Name: _____

Contact Phone: _____

Accommodation(s) Requested: _____

The above named student is requesting a housing and/or dining accommodation to alleviate one or more documented symptoms related to a disability. To better understand the **need for the accommodation in order to provide the student equal opportunity to use and enjoy campus housing/dining**, please provide a typed letter on official letterhead that includes and demonstrates the following required information:

- a. The Licensed Health Care Provider's name, credentials, contact information, and dated signature
- b. The student has a disability, as defined by the Americans with Disabilities Act and its associated symptoms, including the major life activity(ies) the disability impacts in a housing/dining environment
- c. The necessity for the accommodation in order to provide the student equal opportunity to use and enjoy campus housing/dining
- d. A clear explanation of the nexus, or relationship, between the assistance the accommodation(s) provides and the documented disability –specifically, how will the accommodation mitigate the symptoms presented by the disability

ADDITIONAL INFORMATION (not required but recommended):

- Are you the primary health care provider treating this student for the disability diagnosis directly related to the accommodation request? If so, how long have you been working with the student regarding this diagnosis?
- Does the student require ongoing treatment?

CONTACT INFORMATION FOR DOCUMENTATION SUBMISSION:

Email: learningsupport@ccad.edu

Fax: 614.437.7261

Mailing Address: Learning Support, 60 Cleveland Avenue Columbus, OH 43215