
KENTUCKY STATE UNIVERSITY

HOUSING ACCOMMODATIONS POLICY DATE



**KENTUCKY STATE
UNIVERSITY**

Welcome to Kentucky State University, home of the mighty Thoroughbred's!

KENTUCKY STATE UNIVERSITY MISSION

Kentucky State University is a public, comprehensive, historically Black land-grant university committed to advancing the Commonwealth of Kentucky, enhancing society, and impacting individuals by providing quality teaching with a foundation in liberal studies, scholarly research, and public service to enable productive lives within the diverse global economy.

Student Engagement Mission:

Student Engagement delivers student-centered services to a diverse study body in a safe, exploratory environment. Transformative education is cultivated through personal and global awareness.

ADRC Office: It is our responsibility, to support qualifying accommodations by upholding reasonable accommodations, not preferences. Once student eligibility is determined for housing accommodations the OHRL will contact the student regarding his or her assignment.

Housing Office: It is responsibility of OHRL to support qualifying accommodations by maintaining reasonable accommodations rather than preferences. Once a student's eligibility for housing accommodations has been verified, the OHRL will contact the student to discuss his or her assignment. **Unless the ADRC office provides information, the ORHL will not accept any documents or housing requests pertaining to a student's documented disability.**

KSU Community:

KSU does not discriminate in the provision of housing to students with disabilities. KSU will provide comparable, convenient, and accessible housing to students with disabilities at the same cost as to others. KSU will make reasonable modifications to its housing policies, procedures, and practices when the modifications are necessary to avoid discrimination, unless the University can demonstrate that making the modifications would fundamentally alter the nature of the housing services provided by the University.

ADRC WEBLINK:

<https://www.kysu.edu/academics/disability-svcs/index.php>

DATES

Housing Application Availability- Feb 1- May 1 **If space remains available-** July 1st-Until

Academic Accommodation Application & Documents – Beginning of every semester

Academic Accommodation Deadlines- Fall & Spring Semester- One week before final withdrawal date

ESA- Emotional Support Animal- Application opens day after graduation until July 1st (Entire Academic Year)

Documentation Guidelines

All requests for ADA accommodations must be accompanied by documentation. **Third-party documentation should be provided by a licensed or otherwise properly credentialed professional who has appropriate and comprehensive training, relevant experience, and no personal relationship with the individual being evaluated.**

Please note that the diagnosis of a medical/psychological condition and a physician's or therapist's recommendation do not automatically qualify a student for disability-related housing accommodations. Healthcare providers' recommendations are considered; however, Kentucky State University must evaluate housing accommodations through the lens of what is necessary for the student to access and live-in college housing. Not all medical conditions rise to the level of being a disability that requires accommodation for the student to access the housing program.

Note to incoming or prospective students: Students requesting housing accommodations need to complete the necessary registration and deposit procedures through Admissions and Campus Life before being eligible to request and be evaluated for a disability-related housing accommodation.

Single Rooms for Disability Access vs. Single Rooms as a Preference

Kentucky State University has a limited number of single rooms available. Single rooms are one of the most requested accommodations. Any student may request a single room as a preference during the scheduled housing selection process that occurs before the fall and spring semesters. Only when a student's clinical history and professional records clearly show a history of significant limitations and offer justification for their requirement for a separate living/sleeping space in order to access and utilize housing can a single room be considered a disability accommodation.

An example of accommodation that would be approved due to need for equal access:

A student who needs extra space to utilize specialized medical equipment may need extra space or a certain size bathroom that is only available in a single room. This is an access need because, without extra space to utilize medical equipment, the student would not be able to participate equitably in the housing program

ADD, generalized anxiety disorder, and depression are common diagnoses used to justify a student's need for a private room. However, these diagnoses rarely serve as genuine impediments to access. Here's why a single room may not be considered a necessary and reasonable barrier accommodation for access.

All students living on campus are expected to find places where they can be alone to decompress outside of the room where they sleep. Students living on campus can discover places on campus and within the city to decompress, relax, and process their emotions outside of the place they sleep. Residence halls and student housing are designed as living areas. Therefore, they do not qualify as quiet study areas for those with disabilities that impact their ability to concentrate, focus, or be distracted. Given how many people live close to one another, it is illogical to think that having a private room would offer a more peaceful, distraction-free environment than a typical double room.

In university housing students are participating in a communal living experience. It is unreasonable to expect to be able to control the entire space. It is reasonable to control your own belongings and set roommate boundaries. This is an important skill, but it may be a new skill for many students who have never had to share a room before. Housing staff can provide guidance on how to communicate boundaries and create roommate agreements. Students who wish to secure valuables including medication can consider purchasing a small safe to keep in your room.

All rooms are based on need and availability and **NOT first come first-served**

What can I do if my request for a single room as a disability accommodation is denied but I still want a single room and none are available?

Students may request to be placed on a waiting list for a single room if private spaces are filled at the time of the request. Often, single rooms become available after the start of the semester. Again, an extra fee applies to private rooms in residence halls.

Student Responsibility:

- Students are responsible for requesting housing accommodations through sending an email request at the **end of each school year** via **ADRC email**.
- **Accommodations are not retroactive.** Accommodations take effect after all information has been reviewed and approved.
- Communicate with your instructors.

There are **limited single room accommodations see if you qualify below**

Guidelines to review and follow for successful completion of documentation:

- The document needs to be up to date. Depending on the kind of disability, different time frames are permissible. Documentation for assessments completed as an adult should typically be dated within three (3) years of the submission date.
- Documentation must be from a professional qualified in their area of expertise to evaluate a particular type of disability (e.g., physician, psychologist, licensed mental health counselor, psychiatrist, or audiologist).
- Document has clearly stated diagnosis. General descriptions such as "depressed" and "anxious" are not acceptable in front diagnosis. The use of phrases such as "implies" or "suggests" before a diagnosis is neither definitive nor appropriate for reporting a disability.
- It is necessary to include test results or an explanation of the diagnosis's process, a clear conclusion that it significantly affects academic performance or other significant life activities, and functional limits.
- Recommend specific accommodations requested.

Services received in high school via IEP or 504 may be significantly different at the university level. In the case of specific housing accommodations, we will need the above-mentioned documentations, with specific documentation for the need of provide accommodations.

ALL documents must be completed, signed, and submitted via email no exceptions. It is the student's obligation to complete and submit all needed documents each school year.

This questionnaire is intended to help the diagnosing professional provide acceptable disability documentation and can be provided in place of a typed report. Written or printed document must be on official letterhead which includes the address, telephone number, name, title, and professional credentials of the evaluator. **All typed documents must be accompanied with an official letterhead.**

Student Information			
Full Name:			
CWID:			
Date:			
Major:			
Present Academic Status: (Circle One)			
First Year	Second Year	Third Year	Other

Requested Accommodation (circle one): SINGLE ROOM FIRST FLOOR OTHER
If selected "OTHER," please specify below:

Questionnaire

Briefly describe your disability and how it affects you in an educational setting:

Date diagnosed:

Include a list of all testing and assessment instruments used in diagnosis evaluation report.
NOTE: Test instruments may not apply to physical or sensory disabilities of a permanent or unchanging nature.

Describe present symptoms that fit the criteria for this diagnosis:

Describe the symptoms related to the student's condition that cause significant impairment to academic performance and major life activity:

List the student's current medications(s), dosage, frequency, and adverse side effects:

Provider Information

Name & Credentials:
Address:
Telephone:
Email:
License #:
Professional Signature:
Date: