

Non-Academic Accommodation Request

Relating to Housing and/or Dining

St. John Fisher University (“SJF”) is committed to providing reasonable and appropriate accommodations to students with disabilities, in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). The following form is used to request reasonable non-academic accommodations (“accommodations”) related to living or eating on campus when a disability-related barrier cannot be addressed through the standard processes of housing assignments and/or campus operations. Requests submitted through this process are intended to support equitable access to the residential housing and dining programs.

Student Instructions

Please only complete Section 1 of this form. When Section 1 is complete, give the form to your healthcare provider to complete Section 2. Once your provider completes Section 2, you may then [submit the completed form to the Health and Wellness Center](#). Submission options are listed at the end of this document.

Submission Deadline

Non-academic accommodation requests and supporting documentation for students must be received by:

- *For Incoming Students:* June 1 for the following fall semester
- *For Returning Students:* February 28 for the following fall semester

Review Process and Communication

Accommodation requests are reviewed on an individualized, case-by-case basis by the Non-Academic Accommodation Review Committee which is made up of representatives from the Office of Student Accessibility Services, Student Affairs, the Office of Residence Life, and the Health and Wellness Center. This review may include an interactive process by which SJF and the student who is requesting the accommodation work together to assess whether a disability can be reasonably accommodated. The review process may take up to 3 weeks after the submission of the completed forms. After your accommodation request is reviewed and a decision is determined, a member of the Committee will email you at your SJF email address outlining what accommodation(s) (if any) will be made.

Additional information may be requested to evaluate the request. Other parties may need to be consulted and/or notified, including but not limited to the provider filling out the request form, SJF Facilities, Safety and Security, and/or Dining Services.

Important Information About Accommodations

- Incoming students must complete the admissions application and deposit before requesting accommodations.
- Accommodations that a student had in high school may not be considered reasonable at the postsecondary level.
- Accommodations are made based on the disability-related medical need not the student’s preference (e.g., a student with ADHD or a learning disability(ies) seeking a single room to serve as a quiet, undisturbed place to study represents a preference).
- A medical or psychological diagnosis alone does not guarantee an accommodation.
- Recommendations from healthcare providers are considered but do not determine eligibility for an accommodation.
- If approved, the reasonable accommodations may not be the preferred accommodations and alternative reasonable accommodations (other than those requested) may be offered.

Important Notes Specific to Non-Academic Accommodations

A diagnosis of a medical or psychological condition does not automatically qualify the student for an accommodation. Accommodations are intended to provide access, not meet living style preferences, avoid roommate conflict, ensure academic success, ameliorate a condition, or aid in other aspects of the university experience such as studying.

The most common requests for accommodations that are likely to be able to be addressed through the standard processes of housing assignments and/or campus operations include:

Single Rooms

Although one of the most requested accommodations is a single room, the provision of a single room as an accommodation is not common. The request for a single room is utilized as an accommodation only when no other reasonable accommodation would allow a student to participate in the residential program as it is designed.

Although reviewed on a case-by-case basis, seasonal allergies, ADD, ADHD, learning disabilities, anxiety, or depression generally do not warrant singles as an accommodation as single rooms do not:

- guarantee privacy, a quiet environment, or an allergen-free environment
- prevent a student from having to interact with others or negotiate living environments with other students such as noise, sleep patterns, and study schedules

Private Bathrooms

All residence halls have toilet and shower facilities that, by design, offer privacy. Conditions that require frequent use of the bathroom such as IBS or overactive bladder can typically be addressed using these facilities.

Air Conditioning

Seasonal allergies are usually not qualifying conditions for an accommodation under the ADA. Personal air conditioning units are not allowed in the Residence Halls. However, air purification devices are allowed and students with asthma or severe allergies who require filtered air are encouraged to bring them.

Proximity to a Specific Dining Location due to Food Allergies or Diabetes

Requests from students with medical conditions such as diabetes or food allergies/sensitivities for a location that is near specific dining halls or food location in order to access frequent meals to meet specific dietary restrictions generally do not need disability-related accommodations. All food service locations can provide food options to students with specific dietary restrictions. Students can use any food service location on campus during any of their operating hours. Additionally, students may have a refrigerator and microwave in their room and they are allowed to carry snacks and eat in most classrooms.

Specific Building Location or Room Type for Quiet/Decompression/Avoidance of Others

There are multiple settings on campus (study rooms in residence halls, art and music studios, computer labs, private Lavery Library study rooms, the Hermance Family Chapel, etc.) that provide quiet and private places where students can study, relax, decompress, or be alone. Tools like noise-canceling headphones, white noise devices, or phone apps also can help mitigate distracting sounds. Space is available by appointment in various campus locations for students who need private space for remote medical appointments. Although reviewed on a case-by-case basis, ADD, ADHD, and learning disabilities generally do not warrant non-academic accommodation as residence halls are designed as active living spaces, not quiet study areas.

Parking in a Specific Lot/Close Proximity Parking

Accommodated parking is not granted through the University's accommodation process as [accessible parking permits](#) are issued through the city, town, or village in which the student lives. Students with accessible parking permits can park in any available accessible space located throughout campus.

More Information

Please visit the [residence hall accommodations website](#) for more information about types of accommodations, the accommodations process and information about residence hall living.

Section 1 Continued – Completed by Student

Authorization for Use or Disclosure of Protected Health Information

The healthcare provider who completes Part 2 of this form may be contacted if additional information is needed. In order to access this information, a medical information release is required.

Student/Patient Name: _____ Date of Birth: _____

I authorize the St. John Fisher University Health and Wellness Center to:

- Release information to _____
- Receive information from _____

Name of Provider or Facility: _____ Phone: _____

Address: _____ Fax: _____

Purpose of Request: **Disability-Related Accommodation Request**

I authorize the release of documentation and information related to my condition, diagnosis, and treatment plan as related to my disability-related accommodation request. This includes discussion of such information with representatives of the St. John Fisher University Health and Wellness Center and the Non-Academic Accommodations Review Committee:

Expiration: This authorization shall be in force and effect until _____ (date or event), at which time the authorization expires.

Signing below indicates that I understand that:

- I have the right to revoke this authorization, in writing, at any time. I understand that a revocation is not effective to the extent that any person or entity has already acted in reliance on my authorization.
- The information used or disclosed pursuant to this authorization may be disclosed by the recipient and may no longer be protected by federal or state law.

Student/Patient Signature: _____ Date: ____ / ____ / ____

Parent/Guardian Signature: _____ Date: ____ / ____ / ____

Only required if student is under 18

Please give this form to the healthcare provider to complete Section 2. The student should have the provider with the most knowledge of their medical history and expertise in treating the type of disability(ies) complete the documentation in order to provide the Non-Academic Accommodations Committee with the best evaluation of the severity of the condition and its impact.

Recommended providers include:

- *For documenting a medical condition and its treatment:* physicians, physician assistants, or advanced practice nurse practitioners.
- *For documenting a psychological or mental health condition and its treatment:* licensed clinical social workers, professional counselors, psychologists, psychiatrists, or advanced practice psychiatric nurse practitioners.

The diagnostician providing the documentation must be an impartial evaluator who is not a family member nor in a dual relationship with the student nor has a conflict of interest with the University or the Non-Academic Accommodations Committee.

5. Describe the medical treatment plan for this condition(s).

6. Describe how the disability(ies) affects or limits the patient’s access to living or dining on-campus.

7. Provide any additional relevant information regarding the student’s access to the use of on-campus housing or dining.

Major Life Activities Assessment

Non-academic accommodations are determined by assessing the impact of functional limitations within the university’s residential setting, which includes living and dining on campus. Identify the major life activities substantially limited by the disability(ies) that affect the student's ability access to the housing or dining programs.

8. Using a checkmark or “X”, please identify the extent and degree of each limitation as compared to most people in the general population.

Major Life Activity	No Difficulty	Some Difficulty	Significant Difficulty	Cannot/Unable to do
Ambulating				
Breathing				
Eating/Feeding Oneself				
Hearing				
Manual Tasks (turning door knobs, flipping a light switch)				
Seeing				
Self-Care (Hygiene)				
Sleeping				
Speaking				
Emotional Regulation				
Toileting				
Other:				

Functional Limitations and Corresponding Accommodations

9. Based on the disability(ies) and assessment above, please describe the functional limitation(s) associated with the student’s disability(ies) and explain the corresponding accommodation that is being recommended in order to mitigate the specific barriers that these limitations create in participation in the housing or dining programs.

**Functional Limitation/Barrier to Access
Due to disability(ies)**

**Corresponding Accommodation to Mitigate
Functional Limitation/Barrier to Access**

<p>Example- Patient cannot ambulate and needs a sling to be moved from wheelchair to bed.</p>	<p>Requesting a room assignment in a room with space to accommodate medical equipment and a medical aide.</p>
<p>9.1</p>	
<p>9.2</p>	
<p>9.3</p>	
<p>9.4</p>	

10. If the requested housing accommodation is not approved, what would be the impact on the students’ physical health and safety, mental health and well-being, and/or the ability to live and dine on campus?

Additional Information or Attachments

Please attach any additional documentation that you believe is relevant to the development of this student's accommodation plan, including:

- Documentation of previous successful non-academic university accommodations
- Architectural or physical accessibility requirements
- Medical equipment or treatment needs
- Relevant clinical notes or treatment summaries

Provider Signature: _____

Date: ____/____/____

Please return this form to the student.

Section 3 – Submit the Housing Accommodation Request Form

Please return the completed request form (both sections 1 and 2) to the St. John Fisher University Health and Wellness Center:

In Person

Health and Wellness Center
St. John Fisher University
3690 East Avenue
Rochester, NY 14618

Fax

(585) 385-8299

Upload

Upload a Scanned File to the Student Patient Portal:

- Go to: go.sjf.edu/patientportal
- Click on “Upload”
- Select “Non-Academic Accommodation Request Packet” as the document type you are uploading and follow the on-screen instructions to upload the file.