The Residence Halls at The University of Toledo (UT) provide a living environment that allows students access to the campus and its facilities. The University requires supportive documentation from an appropriate professional that outlines how housing accommodation(s) may be needed due to functional limitations of an individual’s disability. In compliance with the Americans with Disabilities Act of 1990 (ADA) and the Non-Discrimination on the Basis of Disability Policy, UT recognizes that students with disabilities may need housing accommodation(s) and therefore offers a variety of living options. Please be aware that a diagnosis of a disability in and of itself does not automatically qualify a student for a housing accommodation.

(B) Purpose

To outline the procedure for requesting housing accommodation(s) on the basis of disability.

(C) Housing Accommodation(s)

It is the responsibility of the disabled student seeking a campus housing accommodation to make their request known to Student Disability Services (SDS) by submitting a housing accommodation request.

(D) Housing Accommodation Requests

SDS will evaluate all requests for housing accommodations on a case by case basis.

A complete housing accommodation request consists of:

1. Housing Accommodation Request Form;
2. Personal statement (typed if possible);
3. Signed documentation from a qualified professional supporting the request (i.e. doctor, psychologist, etc.) if section B of the Housing Accommodation Request Form is not completed by a qualified professional.

Completed housing requests may be submitted:
- Via mail to: Student Disability Services, 2801 W. Bancroft St. MS #342 Toledo, Ohio 43606;
- Via fax to 419.530.6137
- In person Rocket Hall 1820 or
- Via email to studentdisabilitysvs@utoledo.edu.

Procedure:

SDS reviews all completed housing requests received.
(1). If a housing accommodation request is approved

a. An email is sent to the Director and Associate Director of the Office of Residence Life identifying the housing accommodation(s) which have been supported.

b. The student making the request is also copied on the email to Residence Life so that they are made aware of the decision regarding their housing accommodation request.

i. If the student does not have a Rocket email address, a copy of the email is mailed to the student’s permanent address on the Housing Accommodation Request Form.

(2). If the Housing Accommodation Request Form is incomplete

a. An email is sent to the student via their Rocket email address indicating what is still needed for processing their request (i.e. personal statement).

i. If the student does not have a Rocket email address a copy of the email is mailed to the student’s permanent address on the Housing Accommodation Request Form.

(3). If a housing accommodation request is not approved

a. All information received is returned to the student via US Postal Mail

b. SDS will send a follow-up email to the Director and Associate Director of the Office of Residence Life

(E) Personal Care Assistance (PCA)

The University of Toledo does not provide and/or pay for PCAs to assist with activities of daily living (i.e. eating, toileting, or dressing, etc.).

(F) Appeal Process

If a housing accommodation request is not approved by SDS, the student may petition the ADA Compliance Officer.

Approved by:
Toni Howard

Name

Director

Title
03/26/2015

Date