

Rising Juniors and Seniors

Brandeis does not guarantee housing for juniors and seniors. However, if students' medical/disability documentation substantiates a need for campus housing, they may be given an assignment before room selection. Students may still elect to participate in the room selection process if they wish. The deadline for notifying Community Living of which assignment the student will keep is **March 30, 2012**.

Those students approved for an air conditioner or a single room only will participate in a "pass system," allowing them to select from rooms that are not available to others. The pass system allows students to participate in the room selection process and allows them to use the roommate "pull-in" process if they wish. If a student has needs that have not been addressed through the "pass system," the University will work with the student to assist them in finding reasonable accommodations for their need.

Should a student with a mobility limitation select housing that is not located on a ground floor, the University will arrange a switch of the room, suite, or apartment occupants with others in the same building as space allows. This allows students who have disability needs to participate in the room selection process in situations where they might not otherwise be able to. All students will be notified that selecting a space on a ground floor might mean a modification in their housing assignments, should the need arise.

Basis for Decisions

Decisions regarding housing requests are made by using these criteria:

1. Is space available that meets the student's needs?
2. Was the request made before the deadline for housing requests?
3. Can space be adapted to meet the needs without creating an undue financial burden to the institution?
4. Are there other housing configurations that achieve similar benefits as what has been requested?
5. How does meeting this request affect housing commitments to other students?

Appeals Process

A student may appeal the decision made regarding a housing request. An Appeals Committee will meet to consider and deliberate on the merits of the appeal. To submit an appeal, or for any questions regarding need-based housing, please contact:

Beth Rodgers-Kay, Director of Disabilities Services
Office of Academic Services / Usdan 130
781-736-3466
brodgers@brandeis.edu



Brandeis University

Medical, Psychological and Disability

Need-Based Housing Requests

Brandeis University has a policy for responding to requests for reasonable accommodation in the residence halls, based on medical, psychological or disability needs. We provide support services and reasonable accommodations to students who qualify under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973. We strive to address qualifying medical and disability needs by providing reasonable accommodations.

All need-based housing must be requested and approved annually.

Step-by-Step

- All students who wish to receive housing must indicate their intention to participate in the Room Selection Process via Sage by **January 31, 2012**. See instructions in the *Room Selection Guide*. Incoming first year students will receive information about their housing process with their acceptance letter.
- Upperclass students must submit the Medical/Disability Need-Based Housing Request Form for Fall '12 housing by **January 31, 2012**. Incoming first year students must submit the Request Form for Fall '12 by **May 31, 2012**. Midyear students – new students arriving in January – must submit the form by **October 15, 2012**.

The Medical/Disability Need-Based Housing Request Form is located on-line at:

www.brandeis.edu/studentlife/dcl/forms/

Direct the Medical/Disability Need-Based Housing Request Form to:

Need-Based Housing Requests
Department of Community Living, MS 220
Brandeis University
Waltham, MA 02454-9110
dcl@brandeis.edu
FAX 781-736-3556

- Students must submit documentation of their disability or medical condition to the appropriate office by **January 31, 2012** (May 31 for incoming first year students and **October 15** for incoming midyear students.) See *Documenting a Request*.

- Students who have submitted the Request Forms will receive written notification from Community Living and Disabilities Services and Support regarding the status of their request before room selection takes place.
- Most students will participate in the room selection process. See *Rising Sophomores, Rising Juniors and Seniors*.
- Students who have received a pre-housing selection assignment and have participated in room selection as well must notify Community Living regarding the housing assignment they will accept by **March 30, 2012**.

Documenting a Request

Direct documentation of a psychological, attention deficit, or learning disability to:

Lois Finstein, Department Administrator
Psychological Counseling Center
Brandeis University, MS 061
Waltham, MA 02454-9110
FAX 781-736-3731

The Medical Care Provider Form is located on-line at:

www.brandeis.edu/studentaffairs/dcl/forms

Direct medical/disability documentation to:

Debra Poaster, M.D.
Golding Health Center
Brandeis University MS 034
Waltham, MA 02454-9110
FAX 781-736-3675

Timetable

Because of shared facilities and resources, some constraints exist on the kind of individual accommodation that can be made. In order to serve the entire student body as well as those with need-based requests, the timing of the request is critical. A deadline for housing requests is publicized each year in order to facilitate a reasonable process.

Rising Sophomores

Brandeis University guarantees housing for four consecutive semesters (three consecutive semesters for midyear students). Students who have been authorized for need-based housing assignments will receive written notification before room selection takes place. Students who have been approved for an air conditioner or a single room only will participate in a “pass system,” permitting them to select from rooms that are not available to others. The pass system allows students to participate in the room selection process and allows them to use the roommate “pull-in” process if they wish.

Students who have been approved for other need-based housing assignments (such as ground floor assignment or restroom proximity) will be offered appropriate assignments *before* room selection takes place. These students may still elect to participate in the room selection process. Should a student select a housing assignment that *both* meets their needs *and* is their preference, the student can turn down the previously offered accommodation assignment. The deadline for notifying Community Living in writing of which assignment the student will keep is **March 30, 2012**.