

Brandeis University Housing Accommodation Requests

Brandeis University has a policy for responding to requests for 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, as amended in 2008, and the Rehabilitation Act of 1973. All accommodation requests must be requested and approved annually.

Step-by-Step

1. Apply for housing

All students who wish to receive housing must apply for housing in order to indicate their intention to participate in the Room Selection Process by February 12, 2016. See instructions in the Room Selection Guide.

Students who will be entering first years and transfers in Fall 2016 will receive information about their housing process with their matriculation package.

2. Submit the [Housing Accommodation Request Form](#) to DCL

Upper-class students: Submit by January 31, 2018.

Incoming first year students: Submit by May 31, 2018.

Midyear students and new students arriving in January: Submit by October 15, 2018.

3. Submit Medical and/or Psychological Documentation to the Health Center

Students must submit Medical Provider form and subsequent documentation of their disability or medical condition to the Health Center (see below address) by the above dates.

The Medical Care Provider Form is located on-line at: www.brandeis.edu/dcl/forms

Send all documentation to:

Dr. Debra Poaster
Health Center / MS 034
Brandeis University
Waltham, MA 02454-9110
(781)-736-3677
FAX 781-736-3675

4. Await Notification

Students who have submitted the request forms will receive written notification from Community Living regarding the status of their request before room selection takes place. Most students will participate in the room selection process, with guidance from Community Living as to how to select the conditions that they need.

Rising Sophomores

Brandeis University guarantees housing for four consecutive semesters (three consecutive semesters for midyear students). Students who have been granted a housing accommodation will receive written notification before room selection takes place.

Rising Juniors and Seniors

Brandeis does not guarantee housing for juniors and seniors. However, if the students' medical reports document a need for campus housing, they may be prioritized.

Basis for Decisions

Housing request decisions are based on these criteria:

- ✓ Is space available that meets the student's needs?
- ✓ Was the request made before the deadline for housing requests?
- ✓ Can space be adapted to meet the needs without undue financial burden to the institution?
- ✓ Are there other housing configurations that achieve similar benefits as what has been requested?
- ✓ How does meeting this request affect housing arrangements for 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:

Dr. Timothy Touchette
Department of Community Living
Brandeis University
781/736-5060
touchette@brandeis.edu