

# Housing Requests

## Housing Accommodations Review Process

Requests for modifications or accommodations for residence hall rooms must be directed to the Office of Disability Services (ODS). ODS is the designated campus entity to collect and review all disability documentation as it relates to housing and academic accommodations. ODS staff communicate with Residence Life staff.

In order to receive a housing accommodation:

1. Complete the standard application process through Residence Life.
2. Apply to the ODS for services.
3. The student must have a disability documented by a qualified professional. A prescription or brief note will not meet documentation guidelines; see [Northern State University ODS documentation guidelines](#).

A medical condition, in itself, does not necessarily qualify a student for accommodations.

Possible accommodations/modifications include, but are not limited to:

- Air Conditioner
- Single Room
- Use of own personal furniture due to a physical or health impairment

It is recommended that all requests must be made **by June 1 yearly**. If you do not request your residential living accommodation in a timely manner, you may experience a delay in receiving the requested accommodation. All housing accommodation requests will be reviewed by the Housing Accommodation Review Team. Refer to [Residence Life](#) regarding room contracts and assignments.

Requests are generally denied for one or more of the following reasons:

1. Documentation does not indicate a substantial limitation to a major life activity (i.e., the student does not have a disability).
2. The disability-related need does not require an alteration to the living environment. For example, students with AD/HD, learning disabilities, or psychological disabilities who request a private room in order to have a quiet study area can have that need met through use of the libraries and other spaces around campus that are suitable for quiet study.
3. A student makes a late request for a room that is no longer available. For example, Residence Life has wheelchair accessible rooms; however, all rooms are assigned during the room selection process. Once the assignments are made, students are not then reassigned or denied housing to accommodate a

late request. To avoid this situation, it is imperative that you contact Residence Life and the ODS as soon as you believe you will need a housing accommodation.

Remember, housing assignments will be based on disability-related needs, not requests to live in a specific residence hall. Not all residence halls are able to accommodate students in the same way. If a student's top choices for residence halls are already filled or are unable to meet the student's disability-related needs, the student will be assigned to another residence hall. For instance, if a student with a mobility disorder is requesting a specific, centrally-located residence hall due to mobility concerns and that hall is either full or is not equipped with other accessible amenities, the student may be placed in another centrally located residence hall that can accommodate his/her needs.