



Student Accessibility Center (SAC)

Residential Life Accommodation Policy & Procedures

Policy:

Some disabilities occasionally make it necessary for a student to receive residential life accommodations. As such, requests for residential life accommodations are considered on a case-by-case basis. The SAC considers accommodation requests for residential life accommodations based on submitted documentation, discussions with the student, and information provided by Residence Life. It is the responsibility of the student to submit documentation from a licensed professional. The SAC does not generally consult directly with licensed professionals. SAC may request permission to speak with a student's provider for more information when additional information is needed to make an accommodation decision. Submission of a residential life accommodation request form with supporting documentation does not automatically qualify students for residential life accommodations.

Procedure:

Students may request residential life accommodations at any time by submitting the SAC Residential Accommodation Request Form once they identify a disability-related barrier to living in the residence halls. Students should complete Part A of the form and then send it to their treating provider so that the provider may complete Part B. Once the form is completed by the provider, it may be submitted directly to SAC either via email at sac@luc.edu and copied to the student. Forms will be reviewed by the SAC team, which includes the student's assigned accessibility specialist. For students who have not yet registered with the SAC, a discussion with the assigned accessibility specialist will take place at the initial meeting to evaluate accommodation needs. For students who have already registered with SAC and have had an initial meeting, they should submit the form and schedule a general 30-minute meeting via the Accommodate platform with SAC staff to discuss their request. The SAC team will review the submitted form after the meeting takes place. A decision will be reached as to eligibility for the requested accommodations, and the student will be notified via email.

Implementation of Approved Accommodations

If accommodations are approved, the SAC team will collaborate with the Residence Life team to determine availability of spaces that meet the student's accommodation needs. There may be times of the year that spaces are not available to meet an approved accommodation. In these cases, the student will be placed on a waitlist that is reviewed weekly between SAC and Residential Life staff. Accommodations will be provided to students on the waitlist when space becomes available.



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773.508.3700 • sac@LUC.edu • LUC.edu/sac

Accommodation requests made after Room Selection have begun for Returning/Upper-level students and after the priority deadline for Incoming Students/Transfer students will be made on an as-available basis and cannot be guaranteed. Applying early at least 3 weeks before the below final deadlines will give SAC the best opportunity to provide spaces that meet students' accommodations.

Priority Deadlines:

- Returning Students for New Accommodation Requests - February 27th
- Incoming New Students and Transfers for New Accommodation Requests - May 6th

Note: Residence Life Accommodation Request Form on the Next Page 



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Residence Life Accommodation Request Form

This form must be completed by a provider that has been treating the student's disability and may not be self-written by the student. The information should be specific and typed on letterhead. Please be as specific as possible, so that SAC staff has the necessary information to evaluate the request. SAC may also request to speak with providers if more information is needed.

Part A (To be completed by Student and then sent to the Provider):

Student Name:

Semester and Year Requested:

1. Please select the category below that best describes your disability and identify your diagnosis next to the category. You may select more than one category if you have a dual diagnosis.

Medical

Mental Health

Dietary-related

Additional space if needed:

2. Please describe your disability-related barrier to living in the residence halls without the requested accommodation(s).

3. Please specify the accommodation(s) you are requesting below:



4. Please fill out questions below if you are requesting to live with an emotional support animal (ESA).
- a. Type of animal:
 - b. Breed of animal:
 - c. Approximate weight and age of animal:
 - d. How long have you had your ESA?
 - e. Have you been the primary care giver for your ESA at any point and, if so, for how long?
 - f. Please describe your detailed care plan for how you will care for your ESA while living in the residence hall.
 - g. Please identify a local emergency contact who can take over care of your ESA if you require emergency medical care. This cannot be a Loyola student living in the Residence Halls.
 - h. If you have roommates, have you discussed your intent with them to get an ESA? Residence Life staff will reach out to your roommates to confirm consent to living with an ESA, if approved.





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Part B (to be completed by the student's provider):

This form should be sent directly to the SAC via email (sac@luc.edu) by the student's provider. If the form is faxed, please call (phone: 773-508-3700) to confirm receipt after sending. Please copy the student on the email, so the student has a copy of the form sent to SAC. Forms sent directly by a student will not be accepted, and the student will need to request their provider to send them directly to the SAC.

1. Please describe the student's disability diagnosis and impact of that disability on their current ability to live in the residence halls without accommodation.

2. Please describe the frequency of the students' disability-related impact, i.e., daily, 1x/week, 2-3x/week, 1x/month, 2-3x/month, 1-3x/year, seasonally.

3. Please select which of the following descriptors best describe the students' disability.

Temporary

Permanent

Episodic



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4. Please specify the accommodation(s) you are recommending the student must have to live on campus successfully.

5. How long have you been treating the student and what is the date of the student's last clinical visit?

6. Please describe the clinical reasoning, functional limitations, and/or behavioral manifestations related to the student's disability for which you are recommending that SAC evaluate this accommodation request.

7. Have you considered any alternative accommodations that can provide the same support to the student as the recommended accommodations? If so, what are they?

8. Is there anything else that SAC should know about this student's request or disability that hasn't been asked?



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Supplemental Questions (Emotional Support Animal Requests Only):

9. If the student is applying for an emotional support animal (ESA), please describe how the ESA will alleviate the student's disability-related barriers to living in the residence hall.

10. How long has the student had this ESA for?

11. When did you recommend the student get this ESA?

12. Do you have any concerns regarding the student's ability to care for this animal on their own within the residential hall setting?

Provider Name (Printed):

Provide Signature:

Provide License Number (if applicable):

Date Documentation Provided:

Date SAC Received Form from Provider (SAC Staff Only):