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Office for Disability & Access

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**Procedures for Requesting Housing and Dining Accommodations**

Students requiring Housing or Dining accommodations based on a physical, psychological, or other health/medical disability may request accommodation through the Office for Disability & Access (ODA). The College has established procedures to ensure that students with disabilities have equal access to Housing and Dining at Oberlin College & Conservatory.

**Procedures:**

1. **Apply to Housing:** Students must first apply for housing through Oberlin's Office of Residential Education (ResEd) website using the following link: (If you currently live on campus, skip this step) <https://housing.oberlin.edu/hmsstu/login.asp?targetpage=Default.asp?>

2. **\*Complete and submit the online ODA Application Form and Meet with ODA Staff\*:** <https://whitney.accessiblelearning.com/s-Oberlin/ApplicationStudent.aspx>.

An ODA staff member will review your application and send instructions with the following steps by email, including link invitations to complete an online housing accommodation request form and schedule a meeting with an ODA staff member.

**\*Make sure to indicate that you are requesting Housing or Dining accommodations on the Application Form.**

**\*\*Students already registered with the ODA can log in to their AIM student portal.**

**Select>Additional Accommodation Request Form > Housing Accommodation Request Form.**

3. **Submit Documentation of Disability**

Please submit the Housing and Dining Documentation Form completed by your licensed provider. Additionally, if your request is based on severe allergy, please have your medical provider fill out and return the Severe Allergy Documentation Form. Your documentation must be sufficient to establish a direct link between the disability and the requested housing or dining accommodation(s).

[Documentation Guidelines and Forms.](#)

**Documentation must be submitted to ODA Online or by the following options:**

**Snail Mail:**

Office for Disability & Access  
Oberlin College & Conservatory  
148 W. College St, Mudd Center, Room 205  
Oberlin, OH 44074

**Email:** [ODA@oberlin.edu](mailto:ODA@oberlin.edu)

**Phone:** 440-775-5588

**Fax:** 440-445-5589

**4. Deadlines:**

Completed requests\* for disability housing accommodations must be submitted to ODA by the following dates:

- a. **June 1<sup>st</sup> for First year and New Transfer students**
- b. **April 1<sup>st</sup> for Continuing/Returning students**

Although applications submitted after these dates will be reviewed and considered, Oberlin College cannot guarantee that it will be able to meet housing accommodation requests received after the above deadlines. Housing accommodations are based on availability and the appropriateness of the requested accommodations.

**\*Completed requests include completing steps 1-3 as outlined in these procedures.**

**5. Review of Request:**

Applications will be considered through the ODA by the Housing/Dining Accommodation Review Committee (referred to as “The Committee”) after ALL requirements are completed as outlined above. The submitted documentation and the student’s self-reported information are used to evaluate the request. The Committee considers the student’s current symptoms and limitations, the severity of the condition/disability, potential alternative accommodations, and the appropriateness and essential nature of the requested accommodations. The Committee will review the request at The Housing/Dining Accommodation Review Committee Meeting, which occurs monthly. The student will be notified of The Committee’s decision via email within 7 to 10 business days following the meeting.

**6. Housing Assignment:**

Students who have been approved for housing accommodations will receive a housing assignment based on the approved accommodations. Please note that housing assignments are binding for the applicable housing period. After room assignments have been made, students requesting room changes to another location based on a disability-related concern will need to contact ODA to request a new accommodation. Students requesting a room change to another location for circumstances unrelated to a disability must contact ResEd. Students do not have to re-apply for approved disability accommodations unless there is a

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change in requested accommodations or the accommodations were granted temporarily. If requests for accommodations are approved, ODA will notify ResEd of new accommodations granted, and room changes will be subject to housing availability.

## **Housing and Dining Accommodation Appeal Process**

If the Housing Accommodation Review Committee finds that a requested accommodation is not necessary or unreasonable, the student may file a written appeal with the Accommodation Appeal Team. This team comprises campus leadership members who were not a part of the original decision and is led by the Assistant Vice President and Dean for Intercultural Engagement. Students will receive information about the reconsideration process upon receiving a denial notification. Students should be advised that there is only one reconsideration opportunity: the final decision regarding the request.

Process:

1. Request an appeal meeting with the Assistant Dean and Director in the Office for Disability & Access within five (5) business days of receiving the decision email from ODA. This meeting can be in-person, via Zoom, or a phone call.
2. Submit a completed Appeal Form to the Center for Intercultural Engagement via email @ [CIE@oberlin.edu](mailto:CIE@oberlin.edu). The appeal will be considered only based on written materials, information, and documentation.
3. The appeal **must** be based upon one of the following criteria\*:
  - Procedural error(s) made in consideration of the request
  - The Housing Accommodation Review Committee improperly or unfairly reviewed the original request
3. Upon receipt of the appeal, the Accommodation Appeal Team will review all the relevant information with the Appellate Review Team and provide a written response within five (5) business days, either granting the appeal or modifying the initial decision, or denying the appeal and maintaining the initial decision. The Team's decision shall be final.

Nothing in the policy shall prohibit a student who believes they may have been subjected to disability discrimination from utilizing Oberlin College & Conservatory's Section 504 Grievance Procedures or pursuing a complaint with the Office for Civil Rights.

\* Understand that if you have new information unavailable at the time of the original request, please submit it to the Office for Disability and Access for a re-review of your request. An appeal would not be appropriate in this case.