

Housing Accommodations Policy and Procedures

General Information

UMaine's Office of Residential Life and Housing Services offer a variety of housing options to students who wish to live on campus. Housing options include traditional residence hall rooms and suite style options as well as various living and learning communities. As with all communal living, all housing options at UMaine involve students sharing living space, bathrooms and other common areas with their peers. The Office of Residential Life strives to create a vibrant community and provide housing that fosters and supports students' academic, social and personal goals and well-being.

The University of Maine recognizes the importance of providing accommodations in its housing policies and practices where necessary for individuals with disabilities to use and enjoy University housing. Student Accessibility Services is responsible for evaluating whether to grant or deny requests for accommodation in University housing. In evaluating the request, Student Accessibility Services will determine whether the requested accommodation is necessary and reasonable. Individuals with a disability who reside or intend to reside in University housing who believe they need a disability related accommodation must contact Student Accessibility Services complete the [SAS Housing Accommodations Application](#). All requests for housing accommodations must include written documentation of your disability from a licensed professional who fills out the [SAS Housing Disability Documentation Form](#). To be eligible for accommodations, your disability must significantly restrict your access to and your participation in the residential community. Submission of a request does not guarantee approval of accommodations.

Examples of accommodations UMaine may provide include modifying rooms to accommodate students with physical access needs, installing visual alarms in residential rooms for students who are deaf or hard of hearing, assigning a student a room with close proximity to the restroom for medical reasons, or assigning a single room to accommodate adaptive technology equipment. Because of numerous sites on campus that provide reduced distraction study space, single room accommodations are generally not provided for the sole purpose of having a quiet or reduced distraction study space.

Student Accessibility Services will consider requests for University housing accommodations promptly. However, if the request for accommodation is made fewer than 60 days before the individual intends to move into University housing, the University of Maine cannot guarantee that it will be able to meet the individual's accommodation needs during the first semester or term of occupancy. If the need for accommodation arises when an individual already resides in University housing, the student should contact Student Accessibility Services as soon as practicably possible. Student Accessibility Services strongly encourages students whose attendance at the university depends on the availability of on campus housing to apply far in advance of the published deadlines.

Evaluation of Disability-Based Housing Requests

Housing requests completed in compliance with the guidelines below are considered carefully and on a case-by-case basis. Below are three of the areas considered when evaluating accommodation requests in University housing.

Severity of the Condition

- Is the impact of the condition life threatening if the request is not met?
- Is there a negative health impact that may be permanent if the request is not met?
- Is the request an integral component of a treatment plan for the condition in question?
- What is the likely impact if the request is not met?

Timing of the Request

- Was the request made with an initial housing request?
- Was the request made before the application deadline for housing requests for the semester in question?
- Was the request made as soon as possible after identifying the need?

Feasibility and Availability

- Is space currently available that meets the student's needs?
- Can space be adapted to provide the requested configuration without creating a safety hazard (related to electrical load, emergency egress, etc.)?
- Are there other effective methods or housing configurations that would achieve similar benefits as the requested configuration?

DSC Housing Accommodations Request Procedure

1. Apply for Housing

- a. New residential students must submit a housing application to Housing Services online by May 1st for fall semester using "[myHousing](#)".
- b. Returning students already approved for housing accommodations must notify SAS that they want to live on campus and continue to need the approved housing accommodation prior to room selection, generally prior to February 1 in order to be guaranteed a medical single in campus housing. Returning students already approved for accommodations will receive a notification and link to a Google form about housing needs so that space is held for the student when housing selection begins. Returning students must complete a housing contract on "[myHousing](#)" <https://umaine.edu/housing/log-in-to-myhousing/> during the room selection process and follow the published deadlines.
- c. Returning students requesting new disability related housing accommodations should contact SAS as soon as the need is identified.

2. Complete and submit Student Housing Accommodations Request form by the following deadlines. Requests may be e-mailed to um.sas@maine.edu, faxed to 207-581-9420 or mailed to University of Maine Student Accessibility Services, 121 East Annex, 5725 Flagstaff Rd, Orono, ME 04469-5725.

- a. Returning honors students should request housing accommodations prior to January 24, 2020, all other returning on campus students are asked to contact SAS by February 1st. Requests received after the deadline will be honored on a space available basis.

- b. First year first semester students and transfer students who will need housing accommodations in the fall should submit materials and make their requests by the May 1st priority housing deadline.
 - c. Requests for students who need a medical single or other housing accommodation in the summer should be received at SAS by April 1st.
 - d. Requests for new and transfer students planning to move on campus in January should be received by November 1st.
3. Student's doctor or clinician completes the [Disability Documentation Form for Accommodation in UMaine Housing](#) and sends it directly to SAS to be reviewed.
 4. Student schedules a meeting either in person or via phone to discuss the housing request by calling SAS at 207.581.2319.
 5. The application and documentation is reviewed after all materials are received with possible consultation with Office of Residential Life and Housing Services. Student will be notified via telephone or their maine.edu email if further information is required.
 6. Student is notified of the decision regarding their request via an email sent to their maine.edu email address.

Please note that if a request for accommodation is made immediately before the individual intends to move into University housing or the need for accommodation arises when an individual already resides in University housing, they should contact Student Accessibility Services and complete the Student Request form as soon as possible. As previously stated, UMaine cannot guarantee that it will be able to meet the individual's accommodation needs during the first semester or term of occupancy if the request is made less than 60 days prior to planned occupancy.

Special Note: With the exception of service dogs defined under the Americans with Disabilities Act and its amendments, UMaine maintains a "no pets" policy in the residence halls. However, in accordance with Federal Law (the Fair Housing Act enforced by the U.S Department of Housing and Urban Development), the university will consider requests for accommodations to the housing policy to allow students with documented mental health disabilities to have an ESA in-residence. Students requesting Emotional Support Animals must follow the [Emotional Support Animal Policy and Procedures](#). For information, please contact Student Accessibility Services 207.581.2319, um.sas@maine.edu or <https://umaine.edu/studentaccessibility/>.

Appeal Process – When a request for a housing accommodation is denied the student may appeal this decision to the Office of Equal Opportunity, North Stevens Hall, University of Maine, Orono, ME 04469, 207.581.1226, Fax: 207.581.1214