



Medical Single Room Placement Procedure

William Woods University is committed to the support of students with disabilities including housing accommodation requests. William Woods is a residential college and the residential experience is understood to be an integral part of a William Woods education. William Woods is committed to the full participation of students with disabilities in all aspects of college life, including residential life.

There are a limited number of medical single rooms available for students with **medical, psychological, psychiatric, mobility, visual or hearing impairment related conditions, whose conditions prohibit the student from living with a roommate.**

Priority will be given to individuals who qualify under the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973. All disabilities must be documented in the housing selection process form.

Please note that providing the university with medical information does not guarantee a special housing accommodation and that the desire to have a quiet, undisturbed place to study, for example, is insufficient to warrant a special housing accommodation.

Please be advised that medical single rooms are reserved for individuals who document substantial needs and for whom living with a roommate is not viable.

Examples of conditions that ordinarily do not warrant a medical single:

1. Asthma
2. Allergies
3. Learning disorders / ADHD
4. Insomnia and sleep problems
5. Orthopedic problems
6. Depression
7. Anxiety

To request a housing accommodation, the student must submit a request to Student Accessibility Resources and provide an explanation with examples of how the disabling condition impacts their daily life impacting their ability to live in standard housing.

Students must also provide a letter from their medical/mental health provider in support and recommendation of the need for a medical single room based on disability/diagnosis. This letter should go into detail regarding the student's diagnosis(es) and why having a roommate would be a barrier to their condition.

In order to determine eligibility, the Student Accessibility Resources staff will engage in an interactive process with the student, including meeting and speaking with the student and reviewing the student's documentation to determine whether the student is eligible to receive a Medical Single Room Accommodation. Information about a student's disability, diagnosis, and treatment will remain confidential.

The following documents are **not** considered acceptable forms of documentation if submitted alone:

1. Handwritten patient records or notes from patient charts.
2. Diagnoses on prescription pads.
3. Self-evaluation found on the internet or in any print publication.
4. Research articles.

In order to better serve you, the accommodation request and required documentation needs to be submitted **60 days prior to the first day of the Fall/Spring Semester**. For the 2022-2023 academic year, the deadlines for priority registration are:

- **Fall 2022– June 22, 2022 (60 days before classes start on August 22, 2022)**
- **Spring 2023 – November 9th, 2022 (60 days before classes start on January 9th, 2023)**

These deadlines were established to provide the University with sufficient time to review requests, communicate with care providers, and for consideration to be given to specific housing-related needs before the complex housing assignment processes for all William Woods students take place. For this reason, it is critical that requests and all supporting documentation are received by the posted submission deadlines.

While applications submitted after these dates will be accepted and considered, we cannot guarantee that William Woods will be able to meet late applicants' accommodation needs. If you have a need for a housing accommodation which arises for the first time after a deadline, email ada@williamwoods.edu to make it known that you will be submitting a post-deadline request. OSAR will strive to determine and, for those deemed eligible, meet newly arising needs for housing accommodations as soon as reasonably possible given the limited availability of housing options following the assignment process. If accommodated housing is granted, but unavailable, the student will be placed on a priority waitlist until such housing becomes available.

Note: A room accommodation will not be automatically granted from one academic year to the next. A recommendation from Student Accessibility Resources for the Accommodation of a

Medical Single room is subject to renewal each academic year as needed. Students may need to supply ongoing supporting documentation stating the student's progress, ongoing diagnosis and documenting the continued need for a room accommodation.