

**Kentucky State University
Office of Residence Life
Housing Accommodations Process for Students with Disabilities**

Kentucky State University recognizes its responsibilities to reasonably accommodate its students with disabilities through the Disability Resource Center.

Process:

- The student must self-identify with the University by:
 - Completing the housing application process and indicate the need of special accommodations in the Special Needs (Health Conditions and or Physical Disabilities) Section of the University Housing Application; AND
 - Registering with the Disability Resource Center (DRC). It is recommended that students register at least four weeks before accommodations are needed.
- Upon receipt of all needed documentation, the Disability Resource Center will communicate the student's needed accommodation with the Office of Residence Life via Disability Resource Center's Letter of Accommodation.
 - The DRC will collect and maintain all official documentation to verify the student's disability. For details regarding acceptable official documentation, please refer to the
 - 1) Kentucky State University Americans with Disabilities Act and Section 504 Student Handbook and Academic Accommodations Policy Manual; AND
 - 2) DRC Disability Documentation Guidelines for Students: Disability Services <http://ksu.edu/student-resources/disability-documentation-guidelines-for-students/>.
 - All official documentation, excluding the University Housing Application, must be submitted to the DRC.
- The Office of Residence Life (ORL) will work to reasonably accommodate the student's needed living arrangement.
 - Upon receipt of the DRC's Letter of Accommodation, the ORL will review and based upon the availability assign the student housing.
 - After signing and returning the Letter of Accommodation to the DRC, the Office of Residence Life will notify the student of his/her housing assignment.

Accessible Housing:

Students with disabilities that will need special accommodations for on-campus housing should indicate the need on their housing application. Also, the student should contact the Disability Resource Center (DRC) located in the Academic Services Building, Room 241. Also, the student should contact DRC to discuss their needs and fill out a Request for Accommodation Form prior to arrival. Additional information may be obtained by contacting:

Office of Resident Life
400 E. Main Street
Frankfort, KY 40601
Phone at 502-597-5951

KSU does not discriminate in the provision of housing to students with disabilities. KSU will provide comparable, convenient, and accessible housing to students with disabilities at the same cost as to others. KSU will make reasonable modifications to its housing policies, procedures, and practices when the modifications are necessary to avoid discrimination, unless the University can demonstrate that making the modifications would fundamentally alter the nature of the housing services provided by the University.

Appeals Process:

Should a student who is registered with the DRC have concerns or complaints about his/her housing assignment, he or she may appeal it via the DRC. The order of appeals:

- 1) Associate Dean of Students
- 2) Dean of Students
- 3) Associate Provost for the Division of Academic and Student Affairs