



THE OFFICE OF ACCESSIBILITY SERVICES

COMPASS: Sweet Success Center, Thomas Library

P.O. Box 720 | Springfield, Ohio 45501

Phone: (937) 327-7870 | Fax: (937) 327-7918

Housing Accommodations Information

As a liberal arts residential campus, all undergraduate students enrolled full-time, apart from [commuter students](#), at Wittenberg University are required to live in campus housing. All students, apart from commuter students, are required to participate in a University meal plan. Space in University-owned houses and apartments is generally restricted to students who are in their third or fourth year and have earned 60 credit hours. The University understands, however, that students may have specific needs for housing accommodations that warrant modifications to this policy. Students in need of housing accommodations due to health concerns should engage in an interactive process with the Office of Accessibility Services to discuss the student's needs and potential accommodations.

Meal Plan Accommodations Process

The meal plan accommodation process prioritizes finding options within what is available through Dining Services so students with disabilities can equally engage with the services provided. Students with disabilities who seek a meal plan accommodation should first [submit a request](#) to Accessibility Services with appropriate documentation to establish the presence of a disability. If the presence of a disability-related dietary need is established, students are typically required to contact Dining Services (diningservices@wittenberg.edu) to determine if their dietary needs can be met. If Dining Services is unable to meet the needs of the student, the student will engage in an interactive process with Accessibility Services to provide documentation and determine appropriate accommodations related to their meal plan.

Housing Accommodations Process

To begin the process of pursuing a housing accommodation, students need to submit a [request for services](#). It is important to provide documentation from your licensed care provider within your request. If you are seeking a housing accommodation based on a psychological health condition, the documentation would be best coming from a mental health professional. If you are seeking a housing accommodation based on a physical/medical health condition, the documentation would be best coming from your treating physician. However, we will assess any documentation provided on a case-by-case basis.

After receiving the request and documentation, Accessibility Services will engage with the student requesting services through the interactive process. Information provided will be reviewed and a decision will be provided to the student in writing. If your housing accommodation is approved, Accessibility Services will submit a recommendation to Residence Life that you be provided the appropriate housing accommodation. If



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Accessibility Services needs more information from you or your care provider, a staff member will reach out to you to talk through your next steps.

Please contact Accessibility Services at accessibilityservices@wittenberg.edu if you have any questions.

Provider Documentation Information

The documentation should describe the diagnosis/presenting health concern, any functional limitations to the equal use of and/or access to housing spaces caused by the diagnosis/presenting health concern, specific recommendations for minimizing limitations to equal use/access of housing spaces, and why the recommendations would be helpful for promoting equal use and access. For more information on documentation, please see our [“Medical/Physical Health Concerns”](#) or [“Psychological Health Concerns” documentation guidelines](#) – we do not use these as checklists; they simply provide insight into the type of information that is helpful for us.

While every situation is specific to the student and their individual needs, the following example is typically be unhelpful for a students’ request:

“Unhelpful provider recommendation” – *Student Name* suffers from *condition* and needs this *accommodation*.

The example above does not provide specifics about what the student needs to be able to equally utilize and enjoy the housing space, nor does it provide insight to the barriers the student is experiencing. Additionally, the example does not provide recommendations for possible accommodations on campus, which can be helpful for the Accessibility Services staff in determining what potential accommodations may be; however, recommendations from a care provider does not inherently guarantee the recommendations as an approved accommodation.