

Housing Accommodations

Procedures and Guidelines

PROCEDURES:

1. New students must submit an application for services through [AIM](#) **prior** to requesting the housing accommodation along with documentation of the disability from the student's health care provider. Documentation should clearly state the diagnosis, functional limitation(s) , and observations. In the case of service animals and emotional support animals, the benefits of having the animal must be stated as well. This must be done for **each** animal.
2. Current students must submit annually a request for a housing accommodation to SSD along with documentation from the student's health care provider stating the need for a housing accommodation to ssd@csusb.edu.
3. An SSD Counselor will evaluate the request and engage in an interactive process with the student to determine the reasonableness of the accommodation.

GUIDELINES:

1. The SSD Counselor will determine the student's eligibility for a housing accommodation based on an interactive session with the student as well as review of the documentation of the disability which must include the benefits to the student having the animal (if applicable).
2. SSD will submit a memorandum to the Department of Housing and Residential Education verifying the student's disability and approval for the housing accommodation. A Voluntary Release of Confidential of Information must be signed and on file.
3. Students requesting accommodations for service animals or emotional support animals must comply with the Americans with Disabilities Act (ADA), local ordinances, Housing and Residential Education policies, and the [Animals on Campus Policy](#).
4. Any questions or concerns regarding housing accommodations should be directed to the SSD office at ssd@csusb.edu.

I have read and understand, and agree to follow the Housing Accommodations Procedures and Guidelines.

Name (Printed): _____

Student Signature: _____

Date: _____

Staff Signature: _____

Date: _____