Housing Accommodations Request Form

General Information
USM’s Office of Residential Life offers 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 USM 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.

If you have housing needs due to a documented disability, you may request housing accommodations by completing the attached application. All requests for housing accommodations must include written documentation of your disability from a licensed professional. 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 USM 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, accommodations are generally not provided for academic related needs. The Disability Services Center (DSC) 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 the three areas considered when evaluating housing requests.

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 on academic performance 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

✓ New residential students must complete and submit a housing contract to the Office of Residential life by May 1st for fall semester. Returning students must complete a housing contract during the room selection process and follow the published deadline.

✓ Complete and submit the attached DSC Housing Accommodations Request form by deadline for fall semester. Requests made after the May 1st deadline will be honored on a space available basis. Requests may be e-mailed to dsc-usm@maine.edu, fax to 207-780-4403 or mailed to DSC, PO Box 9300, Portland ME 04104.

✓ Your request will be reviewed by the Housing Accommodation Committee. This Committee is chaired by the Director of the Disability Services Center and membership includes representatives from University Health & Counseling and the Office of Residential Life.

✓ You will be notified of the Committee’s decision in writing.

Appeal Process

Students who feel that they been unfairly denied a reasonable accommodation should contact the Office of Campus Diversity and Equity at 780-5094, TTY (207)780-5646.