



## Office of Accessibility Services Housing Accommodations: Frequently Asked Questions

### What is a Housing Accommodation?

A housing accommodation is a disability related alteration to typical housing assignments. Approved accommodations may impact room assignments, room configuration, or other disability-related needs in the residential environment.

### Who is responsible for reviewing Housing Accommodation requests?

The Office of Accessibility Services is responsible for reviewing all housing accommodation requests. You may reach OAS at [accessibilitysvcs@bryant.edu](mailto:accessibilitysvcs@bryant.edu) or by calling 401-232-6880.

### Who implements the approved Housing Accommodations?

Students are referred to the Office of Residential Life after accommodation requests are approved. Their staff are responsible for assigning students to appropriate rooms/suites/townhouses. OAS approval does not guarantee a student's preferred building location or room assignment. If Residential Life cannot accommodate a student due to space constraints or other facilities limitations, the student will be placed on a waiting list. Students on the waiting list are assigned rooms as they become available.



## What is the process for requesting a Housing Accommodation?

The steps for requesting all Housing Accommodations are listed below. **Note that this process must be completed annually.**

1. **Know the priority deadlines for submitting requests!**

**Current Students** should begin the request process in January. Zoom meetings with OAS staff are encouraged and available during the Winter break. Students who submit a complete application and meet with OAS staff by **February 15<sup>th</sup>** will know whether their request was approved by March 1, well before the housing lottery begins. This provides students with the greatest number of choices and reduces the likelihood that they will be placed on a waiting list.

**The Priority deadline for First Year and Transfer students is June 1.** This deadline aligns with the Fall housing placement processes, including roommate selection.

**Summer Housing Accommodation Requests** are reviewed separately. D1 student athletes who must live on campus for any part of the summer should contact our office by April 15 or, if transferring, as soon as possible after committing to Bryant.

2. **Register with the Office of Accessibility Services by completing the One-Time ClockWork Registration.** If you registered in ClockWork previously, you do not need to register again when you apply or reapply for a Housing Accommodation.

3. **Complete and submit the Annual Registration for Housing Accommodation Online Form.**



4. **Upload medical documentation to support your requests.** The [Documentation of Disability for Accessible Housing Form](#) is a fillable PDF document that must be completed by your medical provider and [uploaded to ClockWork](#) each year that you make a request. It is the only accepted form of documentation for a student with a nonapparent disability. Please note that Bryant University’s Counseling and Health Services staff may not complete these forms. Documentation must be from a licensed medical provider who is not related to the applicant.
5. **Watch your email for an invitation to meet with an OAS staff member to discuss your request.** You can [book an appointment online](#) or in-person at the OAS front desk. When booking online, please choose “Housing” as the appointment type.

## What information must my provider include in my documentation?

We highly recommend that you have a conversation with your medical provider before they complete the “Bryant Documentation of Disability for Accessible Housing Form” to discuss your reasons for the accommodation request. This form is the only accepted documentation for students with nonapparent disabilities. Therefore, it is important that your provider understands your concerns, so they can relay accurate and thorough information to OAS. The form must be completed by a licensed, off-campus medical provider. Bryant Counseling Services and Bryant Health Services staff cannot complete the Provider Form. OAS does not accept documentation from providers who are family members.



# Bryant University

## **I am already using a Housing Accommodation that was approved last year. Will it be automatically approved for the next academic year?**

No. An approved Housing Accommodation is effective for one academic year (Fall and Spring semesters). Students must submit a new request early in January for the following academic year. Please see detailed steps listed above.

## **What happens if I miss the deadline?**

The deadlines listed above are designed to align with the housing lottery and placement processes. Students are welcome to submit a housing accommodation request at any time.