

Accessible Housing Consideration Process

An Overview of Requesting Accessible Campus Housing: Terms and Conditions

Both the academic and residential experiences are integral to a student's education at Colgate University (University). The Office of Student Disability Services (OSDS) works closely with various offices, including the [Office of Residential Life](#) to provide accessible on campus housing for students with disabilities.

Reasonable and appropriate housing adjustments are considered after careful review of one's disability, the residential environment, and the measures that may be necessary to provide the housing adjustment. Requesting a housing adjustment does not guarantee that a request will be approved; however, students who qualify for disability-related housing adjustments under the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990/2008 (as amended), will receive housing adjustments at no additional charge.

A request for a housing adjustment begins with completion of a formal request to the OSDS. While seeking housing adjustments through the OSDS, students must also complete all requirements provided by Residential Life for housing selection, as adjustment processes and housing processes are separate processes. For example, even if a student is requesting a single occupancy room from the OSDS, their request may or may not be approved and therefore, they should complete all Residential Life housing selection processes, including roommate-related processes.

The OSDS reviews a student's submitted application and medical documentation to determine whether a housing adjustment for one's disability is needed (e.g., first floor assignment, residence hall with an elevator, room without carpeting, or access to an accessible bathroom). Residential Life subsequently identifies rooms utilizing the parameters set forth by the OSDS and works to provide students with these adjustments. In other words, the OSDS does not dictate specific residential room *assignments*, but rather issues *approved adjustments* that Residential Life uses to complete a student's housing assignment. In short, the OSDS approves required residential *features* while Residential Life assigns specific housing *locations*. Working together, these two offices, in close partnership with students, provide students with reasonable adjustments.

Students enrolling in a Colgate Study Group should use the process outlined below if they wish to seek an adjustment related to their study away from Colgate. Colgate students seeking an adjustment related to studying away from Colgate on an Approved Program should follow the process outlined by that specific college, university, or program provider. Colgate University is unable to review or approve accommodations or adjustments for another university or program provider.

Submitting an Application

The University requires students to reapply for housing adjustments and provide updated documentation **each academic year** to verify the continued need for a housing adjustment. Even if a student's disability is unchanged, the housing adjustment may change year-to-year based on their current medical documentation. It is the student's sole responsibility to obtain and submit documentation for their annual housing adjustment application by the published deadlines by utilizing the University's accessible housing platform: *Accommodate*. Requests for housing adjustments sent via email, which includes medical documentation, will not be reviewed. Only OSDS can review and approve applications submitted through *Accommodate* so students should not seek an adjustment directly from their administrative dean, faculty advisor, or the Office of Residential Life. Students are encouraged to consult with the OSDS before the published deadline if they have any questions.

Upon review, applications with outdated, incomplete, or inappropriate documentation cannot be considered until and unless a fully completed application is resubmitted. If an application is resubmitted after the deadline, the University's ability to meet their accommodations may be limited due to housing inventory.

To apply for a housing adjustment, students must log in to their *Accommodate* portal and complete the accessible housing application prior to the published deadline. Applications received by the deadline will be reviewed first. Applications submitted after the deadline will still be considered, but the University may not be able to provide the adjustment (for rationale, please see more below).

The following is required as part of a student's application:

- Specific adjustment needed with supporting documentation signed and dated by medical professional (date must be within one calendar year of the application date)
- The medical provider(s) must be the student's current, treating licensed provider(s) for the condition necessitating the housing adjustment
- Recommendation includes a clear connection between the student's disability and the requested housing adjustment with a rationale for how the adjustment is medically necessary
- Recommendation should not include a student's medical chart, notes written on prescription pads, evaluations not directly reporting on one's housing adjustment needs, and/or publications provided as a self-evaluative measure (e.g., journal articles, textbook chapters).
- Application and medical documentation must be uploaded to the *Accommodate* portal. Once they have submitted the application, students should receive an automated email from the *Accommodate* system confirming the application was submitted successfully. Students should confirm receipt of this email as a final step to ensuring they applied by the deadline. If they do not receive this email (be sure to first check the spam filter), they should contact OSDS.

- As a reminder, an application and complete medical documentation is required each academic year to verify need for the same or a modified housing adjustment
- Students will be notified that their application is unable to be reviewed if their application is incomplete, outdated, or has insufficient documentation for the request. They may reapply after the deadline; however, it is important to note that applications received after the deadline may not be able to be accommodated due to the available housing inventory at the time of their application review.

Application Process for Newly-Admitted Students, including first-year students/transfer students

(Please note: Mid-year, January transfer students' applications will be reviewed at the time of admission and accommodated based on available housing inventory.)

Housing adjustment applications for newly admitted transfer students must be submitted within two (2) weeks of the University deposit deadline set by the Office of Admission. Should you have questions or concerns related to the housing adjustment application process, please email the OSDS.

Newly-admitted students, including first-year and transfer students, submitting a first-time housing adjustment request, must submit an [accessible housing application](#) (with required documentation - please see section above) for review by the OSDS.

Students must submit their application (with complete documentation included) by the deadline. Once submitted, the OSDS will review the request and eligibility. OSDS will notify students of the outcome of their request. Please note: housing adjustment applications may take up to three weeks to process once a complete application has been received. Once housing assignments are finalized, students will be notified of their housing assignment by Residential Life.

If a student is admitted to Colgate *after* the deadline, and was therefore unable to complete the application by the deadline, their application will be reviewed as quickly as possible; however, based on the housing typology available at the time of their application review, it may not be immediately possible to meet their housing adjustment. Ultimately, it may be impossible to provide the housing adjustment until the following academic year.

Application Process for Returning Students, including students returning from a leave of absence

For returning students, including students who have been approved to return from a leave of absence— or — for current students submitting a housing adjustment request for the first time, please submit an application using the [accessible housing application on Accommodate](#) (with required documentation - please see section above).

As a reminder, students must submit a new or continuing housing adjustment request annually (with all documentation included). The request can be made under the “supplemental” tab in the *Accommodate* portal. Once submitted, the OSDS will review the request and determine eligibility. The OSDS will notify students of the outcome of their request. Please note: housing adjustment requests may take up to three weeks to process once a complete request has been received. Once housing assignments are finalized by Residential Life, students will be notified of their housing placement.

For Returning Student Applications Submitted After the Deadline: Applications from returning students (e.g., all students except for newly admitted students) received by the deadline will be processed first and students who qualify will receive their approved housing adjustment(s) in a timely manner. If the need for accessible housing arises mid-semester or after the application deadline has passed, the student should first contact the OSDS to discuss alternative resources that may be available to assist them as they navigate their residential environment. *The University cannot guarantee that it will be able to provide a housing adjustment if the request is received after the application deadline or during the semester after housing placement has already been completed for the semester/academic year.* The University will not relocate another student in order to accommodate a new housing adjustment or for a housing adjustment that was received after the published deadline.

The OSDS will review an application if a student requests a disability-related housing adjustment request after the annual deadline; however, even if a student is eligible for an adjustment, housing assignments may already be finalized and/or availability for the adjustment requested may be unavailable. If a student is approved for a housing adjustment after the deadline, Residential Life will be notified of the approved adjustment. If the University can reasonably and appropriately provide the adjustment, Residential Life will notify the student of their new housing assignment. If the University is unable to provide the adjustment, the student will be placed on a first-come, first-served waiting list and contacted if/when their housing adjustment is able to be met. If the adjustment does not become available during the current academic year, the waitlist is purged and students must reapply by the published deadline period for the next academic year.

Guidelines for Accessible Housing Requests

- Requests for building-specific assignments or locations are not considered a reasonable adjustment. Rather, students should request the specific adjustment needed (e.g., room without carpeting; proximity to the bathroom, access to an elevator). The OSDS professionals will collaborate with Residential Life to identify the location where the reasonable adjustment can be met.
- Roommate requests are not managed by the OSDS and also not considered a reasonable adjustment rationale. All roommate requests are managed through Residential Life and the University’s housing selection process.

- Requests for Service Animals or Assistance Animals are not processed through the housing adjustment application. These requests must be directed to the OSDS for individualized consultation and approval. Students may not have a service or assistance animal on campus without prior approval from OSDS.

- The private off-campus housing process is managed by the Office of Residential Life. The OSDS does not issue adjustments that circumvent the private off-campus housing lottery process. A request to live in private off-campus housing is not considered a reasonable adjustment and will not be approved by OSDS. For additional information, please review the [Private Off-Campus Housing Process](#).

- The accessible housing application process evaluates access for residential purposes only. Other aspects of a Colgate education (e.g., studying, note-taking, testing, exercising, socializing) are not considered as part of the housing adjustment process managed by OSDS. Students with these types of requests should consult OSDS directly.