

# COLGATE UNIVERSITY

## **Requesting Accessible Campus Housing: Terms and Conditions**

Both the academic and residential experience are essential to campus life at Colgate University. The Office of Student Disability Services (OSDS) works closely with the [Office of Residential Life](#) to provide accessible housing for students with disabilities that impact one's residential environment.

Reasonable and appropriate housing adjustments are determined upon careful review of one's disability, the residential environment, and the measures that may be necessary to provide the housing adjustment. Requested adjustments are not granted if they are deemed unreasonable, unwarranted, and/or inappropriate. 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 approved housing adjustments at no additional charge.

### Required Documentation

To properly evaluate how the University can meet the student's need for reasonable and appropriate housing adjustments, the University requires information from both the student submitting the request and their healthcare provider. Supporting documentation must be provided by a student's current, treating licensed provider. The documentation must be dated (within one calendar year), signed, and include a clear connection between the student's disability and the requested housing adjustment. The University does not accept 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). The University requires students to reapply for housing adjustments and provide updated documentation **each academic year** to verify the continued need for accessible housing. It is the student's sole responsibility to obtain and submit documentation for their annual housing adjustment application. Applications with outdated or inappropriate documentation will not be reviewed.

### Required Deadlines

To begin the application process, students must log in to their *Accommodate* portal and complete the accessible housing application within the deadline period. Requests for housing adjustments, which includes medical documentation, sent via email will not be reviewed. If the need for accessible housing arises after a student resides in University housing or the application deadline has passed, they should contact OSDS to discuss the alternative resources that may be available to assist as they navigate their residential environment. Colgate University cannot guarantee that it will be able to provide the housing adjustment requested if the request is received following the application deadline or during the semester after housing placement has been completed.

## Guidelines for Accessible Housing Requests

- Students cannot make building-specific requests, but rather are encouraged to request the adjustment needed (e.g., room without carpeting; proximity to the bathroom). OSDS professionals will collaborate with the Office of Residential Life to provide the adjustment needed.
- Roommate requests are not managed by the OSDS. All roommate requests for returning students are managed solely through the Office of Residential Life.
- Requests for Service or Assistance Animals are not processed through the housing portal or the accessible housing application. Requests of this nature must be directed to the OSDS for individualized consultation.
- The off-campus housing process is managed solely by the Office of Residential Life. The OSDS does not issue off-campus housing. For additional information, please review our [Private Off-Campus Housing Process](#).
- The accessible housing application process evaluates access for residential purposes only. Other aspects of the college experience (e.g., studying, exercising, socializing) are not considered as part of the housing adjustment process.