



DISABILITY HOUSING ACCOMMODATIONS PROCEDURES & GUIDELINES COLUMBIA COLLEGE and SEAS UNDERGRADUATE STUDENTS

In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), Columbia University provides reasonable accommodations to students with disabilities in housing. **A disability is defined as any mental or physical impairment that substantially limits the individual in a major life activity compared to the average person, according to the ADA.** For students whose disabilities substantially limit their ability to live in Columbia's traditional housing arrangements, accommodations are provided.

Housing accommodations are determined on a case-by-case basis, according to documented need, and prevailing standards for reasonable accommodations. These accommodations are made after a determination of the student's disability status and that his or her particular disability necessitates adjustments to the living environment and available housing options. With this in mind, the University has established the following procedures to ensure that students with disabilities have equal access to Columbia's housing resources.

Please note: Students who do not qualify for disability housing accommodations may also apply for an assignment or a transfer to a location that may better address their preferences through standard housing procedures. Students should contact the Office of Housing Services (<http://www.columbia.edu/cu/housing/> 212.854.2946) for information on this process.

Procedures:

1. Follow general procedures for housing, including relevant applications. Consult with Office of Housing for information regarding these processes. Students must be otherwise eligible for University housing in order to be eligible for housing accommodations, including enrollment in a housing eligible program, School approval, and be a full-time student.

Students must complete the Room Selection registration process. If approved for a disability housing accommodation, the student will not be included in the lottery or room selection process and will receive an assignment from Housing Services that has their approved accommodations

2. Submit completed *Disability Housing Accommodations Request* form (attached) and disability documentation to the Office of Disability Services (ODS).

Documentation must:

- a. **Be recent in order to assess the current and substantial impact on a major life activity.**
- b. **Be sufficient to establish a direct link between the underlying impairment and the requested housing accommodation.**
- c. **Otherwise meet ODS guidelines for disability documentation** (refer to www.health.columbia.edu/ods for disability documentation guidelines)

****If you are requesting housing accommodations due to asthma or allergy conditions, you must submit the *Verification of Disability Form for Asthma and Allergy Conditions* (refer to www.health.columbia.edu/ods for this form****

3. Requests will be considered by the Committee on Disability Housing Accommodations (the “Committee”), which is comprised of staff from the offices of Disability Services, Housing Services, Residential Programs, and several of Columbia’s staff physicians.
The Committee evaluates, among other things, the student’s disability status, the necessity of the requested accommodations, potential alternative accommodations and what, if any, housing accommodations would be appropriate for the student. Students are informed of the status of their request by the Committee as soon as reasonably possible. Please note that the Committee meets on a monthly basis.
4. All requests for disability housing accommodations, along with all of the required documentation and forms referenced above, must be submitted to the Office of Disability Services by the following dates:
 - a. Incoming first year Columbia College and SEAS students: May 1st for the Fall semester and November 1st for the Spring semester
 - b. New SEAS Combined-plan transfer: June 30th for Fall semester and November 1st for Spring semester.
 - c. All other Columbia College and SEAS: February 1st for the following Fall semester and November 1st for the Spring semester

While applications submitted after these dates will be accepted and considered, Columbia cannot guarantee that it will be able to meet late applicants’ accommodation needs, including any needs that develop during the semester.

Columbia College and undergraduate Engineering Students must re-apply for disability housing accommodations each year and submit new disability documentation.

The *Disability Housing Request Form* and disability documentation must be sent to:

Office of Disability Services
Alfred Lerner Hall, Suite 700
2920 Broadway, Mailcode 2605
New York, NY 10027
Fax: 212.854.3448

Incomplete applications or those without disability documentation will not be considered.

5. CC and SEAS undergraduates who have been approved for specific housing accommodations by the Committee are not eligible to participate in the Housing Lottery/ Room Selection process and will receive a housing assignment that meets their needs. In addition to housing accommodations, students requesting suite style housing who have a group of students with whom they would like to live must indicate this on their *Disability Housing Accommodations Request Form*. Housing assignments are made according to class standing. **Please note that housing assignments are binding for that housing period. A student who requests housing through this process cannot decline an assignment in favor of Room Selection participation. Requests for room changes to another location will be considered during the Office of Housing Services transfer period(s).**
6. Students who are not granted housing accommodations through this process will have the opportunity to appeal such decisions. All appeals are reviewed by Dr. Samuel Seward, Assistant Vice President. Students will receive information about the appeals process upon notification of decision of request for disability housing accommodations.

REQUEST FORM FOR DISABILITY HOUSING ACCOMMODATIONS

Columbia University is deeply committed to the full participation of students with disabilities in all aspects of University life, including residential life. With this in mind, the University has established procedures to ensure that students with disabilities have equal access to Columbia's housing resources. Please refer to the *Disability Housing Accommodations Procedures* for the complete process for requesting disability-related housing accommodations, including deadlines. Students must follow these procedures and provide all of the required information in order to be considered for disability housing accommodations.

Name: _____ Date: _____

Semester Requesting Accommodations:

Fall _____

Spring _____

Academic Year _____

Summer: _____

Is this a request related to a temporary injury? YES NO

If yes, please indicate expected duration of need for accommodations: _____

Mailing Address: _____

Current Campus Address: _____

Columbia UNI: _____

E-mail Address: _____

Telephone: _____

Current Academic Status:

- First Year
- Sophomore
- Junior
- Senior
- SEAS Combined Year 1
- SEAS Combined Year 2
- Other: _____

Do you have a disability? YES NO

If yes, please specify disability: _____

Are you already registered with the Office of Disability Services? YES NO

Have you previously applied for disability housing accommodations? YES NO

If yes, what semester/year: _____

If yes, please list any accommodations that you received:

- _____
- _____
- _____

Disability Accommodations Requesting:

- | | |
|--|--|
| <input type="checkbox"/> Single Room | <input type="checkbox"/> Semi-private bathroom |
| <input type="checkbox"/> Air conditioning | <input type="checkbox"/> Elevator Building |
| <input type="checkbox"/> Wheelchair Accessible Unit | <input type="checkbox"/> Ground Floor |
| <input type="checkbox"/> Private bathroom | <input type="checkbox"/> Flashing Alarm |
| <input type="checkbox"/> Adaptive equipment: Please specify: _____ | |
| <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Other: _____ | |

Housing Location Information:

Undergraduates who have been approved for specific housing accommodations by the Disability Housing Committee will not be eligible to participate in the Room Selection process and will receive a housing assignment designed to meet their needs. Please note that our priority is to meet disability-related housing accommodations and then to meet housing style preferences.

Please indicate your preferred housing style:

- Corridor
- Suite

If you prefer living in the Learning Living Center, Special Interest Community housing, Intercultural Resource Center or House, or in fraternity or sorority houses, you must apply and be approved by the Office of Residential Programs. Accommodations, if approved by ODS, will be coordinated upon acceptance into these programs. Please indicate below to which, if any, of these programs you are applying.

- Living Learning Center
- Special Interest Community- Specify: _____
- Fraternity/ Sorority- Name: _____
- Intercultural Resource Center or Intercultural Center House (IRC/IRH)

For more information about these programs, contact the Office of Residential Programs at 212.854.6805 or corp@columbia.edu.

Please indicate any preferences for roommates (include Name and UNI):

- _____
- _____
- _____

Please note that if you indicate a preference for roommates and are approved for housing accommodations, you and your roommates will be required to sign a waiver indicating that they are electing to live with you and are agreeing to opt out of the traditional Room Selection process.

Please indicate your preferred housing location:

- _____
- _____
- _____

You must also attach a personal statement describing your condition and your need for each of the accommodations that you are requesting.

If you have not done so already, please attach documentation from a qualified medical or other provider in support of your requested accommodation(s) (refer to www.health.columbia.edu/ods for documentation guidelines).

Please sign below, indicating that you have read Columbia's *Disability Housing Accommodations Procedures and Guidelines* (attached).

Student Signature: _____

Date: _____