



DISABILITY HOUSING ACCOMMODATIONS PROCEDURES & GUIDELINES GENERAL STUDIES AND MORNINGSID GRADUATE 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 University Apartment Housing (UAH) online www.facilities.columbia.edu/housing or by phone 212.854.9300 for more information.

Procedures:

1. Follow general procedures for housing, including relevant applications. Consult UAH 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 UAH housing application. If approved for a disability housing accommodation, UAH will provide a housing assignment that meets the student's disability needs.

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, University Apartment Housing, General Studies Dean of Students, 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. June 1st for Fall semester
 - b. November 1st for 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.

Updated documentation is required if requesting additional accommodations at the time of request.

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. Students will receive a direct assignment from UAH that includes all approved disability accommodations. Students who wish to move or change housing locations after this initial assignment should contact UAH via email at UAH@columbia.edu to explore options.
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 Semester _____
- Spring Semester _____
- Summer Semester _____

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

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

Mailing Address: _____

Columbia UNI: _____

E-mail Address: _____

Telephone: _____

Current Academic Status:

- General Studies
- Graduate

School: _____ Program: _____

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: _____

Disability Accommodations Requesting:

- | | |
|---|--|
| <input type="checkbox"/> Single Room | <input type="checkbox"/> One bedroom apartment |
| <input type="checkbox"/> Air conditioning | <input type="checkbox"/> Semi-private bathroom |
| <input type="checkbox"/> Wheelchair Accessible Unit | <input type="checkbox"/> Elevator Building |
| <input type="checkbox"/> Private bathroom | <input type="checkbox"/> Ground Floor |
| <input type="checkbox"/> Studio | <input type="checkbox"/> Flashing Alarm |

Adaptive equipment: Please specify: _____

Other: _____

Other: _____

Housing Location Information:

University Apartment Housing (UAH) will make reasonable efforts to accommodate a student's preferences regarding location and housing style indicated on the UAH housing application. Please note, however, that our first priority is to accommodate your disability-related housing accommodations and then to meet your housing style preferences. Consult UAH web-site (www.facilities.columbia.edu/housing) for complete listing of housing locations, styles, and options.

Please indicate your preferred housing style:

- | | |
|--|--|
| <input type="checkbox"/> Dormitory style (single room) | <input type="checkbox"/> One Bedroom Apartment |
| <input type="checkbox"/> Apartment Share (single room) | |
| <input type="checkbox"/> Studio | |

Are you requesting couples/family housing with UAH? YES NO

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: _____