

Request for Accessible Housing Accommodations: Guidelines for Requests

In accordance with applicable federal and state disability laws, Purchase College will make every effort to provide reasonable housing accommodations for students who have qualifying disabilities. To properly evaluate how Purchase College can best meet the student's need for reasonable accommodations in College housing facilities, the College requires information to understand how the requested accommodation relates to the current impact of the disability. Reasonable and appropriate accommodations depend on the disability, the housing environment, and the process necessary to create equal access. Only applications that represent a qualifying disability will be considered for housing accommodations. Students who qualify for disability-related housing accommodations under Section 504 of the Rehabilitation Act of 1973 and the subsequent Americans with Disabilities Act (ADA) of 1990 as amended in 2008, will receive any such accommodations without any additional charge. Purchase College reserves the right to amend this policy at any time as circumstances require.

- When requesting a housing accommodation, applicants are expected to have already **applied for Purchase College housing** and have **met all eligibility requirements and payment deadlines** ([Applying for Housing](#)).
- All accommodations are determined by the Office of Disability Resources (ODR) staff on an individualized and case-by-case basis according to documented need and prevailing standards for reasonable accommodations.
- A recommendation of housing accommodation is forwarded to the Office of Community Engagement.
- The Office of Community Engagement makes housing assignments **based on availability**.

How to Apply for a Reasonable Housing Accommodation

THE STUDENT MUST COMPLETE SECTION A (PAGE 3) OF THIS FORM. The student's signature provides the appropriate College staff member permission to speak with the professional who completes the information in section B (pages 4-6).

THE TREATMENT PROFESSIONAL COMPLETES SECTION B (PAGES 4-6) OF THIS FORM. **Please understand that submission of this form does not guarantee that the specific accommodation requested will be granted.**

- Factors we consider when evaluating housing accommodation requests include the severity of the disability, thorough information on Sections A and B, timing of the request, and the feasibility of the request.
- The housing accommodation process considers access for living purposes only and not for other aspects of the college experience, such as studying.
- Please be advised that single rooms are reserved for individuals with specific needs that may only be met in single spaces.
- Building-specific requests and roommate requests are not considered a reasonable accommodation and generally will not be evaluated by the Office of Disability Resources.

Required Submission Dates

- **Spring 2022 semester** submit by: November 30, 2021
- **Summer 2022 semester** submit by: April 1, 2022
- **Fall 2022 semester** submit by: June 1, 2022

Housing spaces at Purchase College are limited. As spaces are assigned to all students, fewer options exist for reasonable accommodations to be made. Therefore, requests for housing accommodations are asked to adhere to the above submission dates.

The individual making the request for an accessible housing accommodation should complete and provide **both** Sections A and B of this form as soon as practicably possible before moving into College housing. However, if the request for accommodation is made **after the required submission date**, Purchase College cannot guarantee that it will be able to meet the individual's accommodation needs during the first semester or term of occupancy.

If the need for accessible campus housing arises when an individual already resides in College housing, they should contact ODR and complete the steps to request a housing accommodation as soon as practicably possible. Purchase College cannot guarantee that it will be able to meet the accommodation needs during the semester or term in which the request is received.

Determination

Documentation supporting a request will be reviewed by the Accessible Campus Housing Committee and all documentation will be held by the ODR. The Accessible Campus Housing Committee will evaluate all requests for disability related accommodations carefully and when necessary, in consultation with other offices on campus. **The student will be notified of the decision by the Accessible Campus Housing Committee via Purchase e-mail approximately 10-14 business days after receipt of all required documentation.**

If the request is approved, the student will be required to register with the ODR as a student with a documented disability. The recommendation for a housing accommodation will then be forwarded to the appropriate personnel in the Office of Community Engagement. The college reserves the right to request updated documentation every academic year to verify the continued need for accessible campus housing.

The Office of Community Engagement will make a housing assignment based on availability of spaces. The assignment generally pertains only to the student requiring the reasonable accommodation and not to any associated roommate(s).

REQUEST FOR ACCESSIBLE HOUSING ACCOMMODATIONS

SECTION A – STUDENT INFORMATION (to be completed by the student)

Student Name:

Student I.D. #:

Date of Birth:

Cell Phone:

Home Address:

Purchase e-mail:

1. Please describe the disability that necessitates your need to have a housing accommodation.

2. Describe the accommodation which you believe is necessary for you to have equal access to the campus living environment.

I authorize Purchase College to receive information from the provider listed below. I also authorize my provider to discuss my condition(s) with the appropriate College personnel to make a determination of reasonable and necessary accommodations. My signature also indicates that the statements and documentation have been provided by me. I understand that providing false information would constitute a violation of the Purchase College Student Code of Conduct and might result in disciplinary action.

Provider Name:

Provider Address:

Provider Phone:

Student Printed Name:

Student Signature:

Date:

SECTION B: TREATMENT PROFESSIONAL SECTION (to be complete by the treatment professional)

Student Name:

To determine eligibility a reasonable accommodation in housing, Purchase College requires current and comprehensive documentation of the student’s disability from an appropriate licensed professional or healthcare provider. The provider must be familiar with the history and functional limitations of the student’s disability. The professional completing this form **cannot** be a relative of the student. The documentation that supports the student’s request must address the questions below.

Please note that Purchase College’s campus housing has very few single occupancy rooms and does not have single occupancy apartments with kitchens.

1. Nature of disability (DSM-5 diagnosis/diagnoses), please provide details (including severity of the condition):

2. Describe current treatment, medications (if any), and potential adverse side effects of medications, if relevant:

3. Check all relevant functional limitations that are **substantially limited**:

- Walking
- Hearing
- Learning
- Seeing
- Sleeping
- Caring for self
- Interacting with others
- Climbing stairs
- Working
- Performing manual tasks
- If other, please describe below:

4. Is the student's disability permanent, temporary, or episodic?

5. Date of most recent assessment of this diagnosis (last in-person visit with you):

6. Please explain how each functional limitation will specifically affect your client's ability to live in campus housing:

7. Please suggest reasonable accommodations. Each recommendation must be supported by the diagnosis. Please discuss the rationale for each suggested accommodation relating it to a specific functional limitation.

8. Please state alternatives to meet the documented need if the first request cannot be met.

9. Additional comments:

TREATMENT PROFESSIONAL INFORMATION (to be completed by the treatment professional)

I verify that the student's information listed above is correct, that the student is a patient/client that I have been treating, and that I am not a relative of the student.

Provider Name:

Date:

Provider Signature:

Provider License Number

State of Licensure:

Provider Address

COMPLETED FORMS

Completed forms should be faxed to: 914-251-5934

Or emailed to ODR@purchase.edu

Or mailed to:

Office of Disability Resources
Student Services Building, 3rd Floor #316A
735 Anderson Hill Road
Purchase, NY 10577

If you have any questions regarding the accessible housing accommodation process, please contact the Office of Disability Resources at 914-251-6035 or email us at ODR@purchase.edu.