

Hobart and William Smith College Center for Teaching and Learning

Policies and Procedures for Disability or Medically Related Accommodations for Residential Housing and Meal Plan

The students of Hobart and William Smith Colleges are protected from discrimination on the basis of disability by Section 504 of the Rehabilitation Act of 1973 as well as the Americans with Disabilities Act (ADA) and other applicable state and federal law and regulation. By such law and regulation, individuals with disabilities are guaranteed certain protections and rights of equal access to programs and services.

Among the services covered by law and regulation are housing, as provided by The Office of Residential Education, as well as Dining Services (meal plans). Eligibility for disability or medically related accommodation is based on the existence of an identified, documented, condition or impairment that substantially limits a major life activity.

Not every impairment qualifies as a disability protected by law and regulation, because not every impairment is substantially life limiting. Some impairments may be disabling for particular individuals but not for others, depending upon the stage of the disease or disorder, the presence of other impairments that combine to make the impairment disabling, or a number of other factors.

Determination of disability or medically related need for accommodation is made on an individual, case-by-case basis. Whether a substantial limitation upon a major life activity exists, depends upon an analysis of (1) the nature and severity of the impairment, (2) the duration of the impairment, and (3) the permanent or long-term impact of impairment. Thus, the key factor in answering the question of whether there is a substantial limitation, is the actual effect on the individual's life.

Steps to Receive Housing and/or Meal Plan Accommodations

- 1. Submit Housing and/or Meal Plan Accommodation Request Form and submit appropriate supporting documentation by deadline**
- 2. Complete and sign Disability Services Waiver Form**

Documentation Required:

Hobart and William Smith Colleges recognize that some students with disabilities or medical conditions require accommodations to their housing assignment and/or meal plan. HWS students, either incoming or enrolled, who believe that they may be eligible for such accommodations, must first establish eligibility by voluntarily disclosing their disability or medical condition and providing suitable evidence of the condition to the Colleges. This is accomplished by submitting appropriate documentation to the HWS Center for Teaching and Learning. In order to receive accommodations, the registration and documentation processes must be completed.

Guidelines for documentation of disability or medically necessary accommodations can be found at: hws.edu/disabilities.

Deadlines:

For HWS students currently enrolled, including those studying abroad, the deadlines for requesting disability or medically related housing and/or meal plan accommodations are:

- Fall Semester: Feb. 15th
- Spring Semester: Nov. 15th
- Incoming First Year Students, Transfers Students and Students returning from approved leave: one calendar month before the first day of classes for the upcoming semester.

A committee will make decisions within one month of each deadline, and students will be notified. Appeals may be made in writing to the HWS 504 Coordinator.

Confidentiality:

Hobart and William Smith Colleges will not release any information regarding an Individual's diagnosis or medical information without his or her informed written consent. Information will be released only on a "need to know" basis, except where otherwise required by law. Furthermore, to safeguard the confidentiality of individuals with disabilities, evaluators may withhold any portion of the documentation that is not directly relevant to HWS's criteria for establishing disability and rationale for requested accommodations as defined by the ADA.

Additional information:

For additional information, please consult the HWS Catalog for sections addressing disability policy and disabled student services. If you need further clarification, or have questions in regard to these guidelines, please contact:

Attn: Administrative Coordinator, Center for Teaching and Learning:
300 Pulteney Street/Library
Hobart and William Smith Colleges
Geneva, NY 14456 PH. 315-781-3351 email: ctl@hws.edu