

Hobart and William Smith Colleges
Center for Teaching and Learning
Disability Housing Accommodations Policies and Procedures

Students with disabilities are entitled to reasonable accommodations according to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which protect students from discrimination based on actual or perceived disability. Students are entitled to access to programs and activities of the Colleges if they are otherwise qualified to participate.

In order to provide the most reasonable and appropriate accommodations, the Colleges shall review all documentation establishing a student's disability status and accommodation needs. Documentation and any communications related to a student's disability are maintained in strict confidentiality, with the exception of disclosing necessary information to appropriate offices on campus to facilitate the accommodation process.

In order for student disability accommodation requests to be considered, students must first be registered with Disability Services. In order to register, students must complete the following process:

1. Contact CTL and complete a Disability Intake Form and Disability Release of Information Form.
2. Provide CTL with current documentation supporting and verifying the qualifying disability. Documentation must be in writing from an appropriate provider (physician, psychiatrist, etc.) who isn't a relative. All documentation must clearly support the need for the requested accommodations.
3. Submit in writing your specific request for housing accommodations by completing the Disability Housing Accommodations Request Form.
4. Meet with the Coordinator to discuss accommodations requested.
5. Complete the process by the stated deadline.
6. Comply fully with the academic standards, as well as the codes of conduct established by the Colleges.

Deadlines for Disability Housing Accommodations Requests are:

Fall Semester: Feb. 1st

Spring Semester: Nov. 15th

The Coordinator of Disability Services, in conjunction with the appropriate HWS providers, determines whether or not the documented disability qualifies for the accommodation(s) requested. If the request does not qualify, CTL will notify the student directly, as well as the Office of Residential Education. If the request is determined to qualify, it will be forwarded to the Office of Residential Education. Residential Education will make every effort to find appropriate and reasonable placement as recommended by CTL. Students will be notified in writing of their housing placement.

**Hobart and William Smith Colleges
Center for Teaching and Learning
Disability Housing Accommodations Request Form**

Student Name:

Date:

Address:

Phone:

Cell phone:

E-Mail:

In order to receive accommodations, we require that you attach the most recent documentation of your disability from a licensed or certified professional, or have it sent directly to the Center for Teaching and Learning at the address below. Without this documentation, accommodations cannot be authorized.

Please give a brief description of your disability.

Please provide specific details about the type of housing accommodations you are requesting, why, and how your documentation supports your request.

Have you enclosed documentation from a licensed professional?

Yes, I have enclosed appropriate documentation with this form.

No, I will be forwarding appropriate documentation to:

Coordinator, Disability Services
Center for Teaching and Learning
Hobart and William Smith Colleges
Harris House, 678 S. Main St.
Geneva, NY 14456

Phone (315) 781-3351 Fax (315) 781-3862

<http://www.hws.edu/academics/enrichment/ctl>