



HOUSING ACCOMMODATION POLICY FOR ACCESSIBILITY STUDENTS

Russell Sage College is committed to achieving equal educational opportunity and full participation for persons with disabilities. It is the policy that no qualified person with a disability be excluded from participating in any College program or activity, or otherwise be subjected to discrimination with regard to any College program or activity. This policy derives from the commitment to non-discrimination for all persons in employment, access to facilities, student programs, activities, and services.

Reasonable housing accommodations are available to eligible students with disabilities who: (i) have met all eligibility requirements and payment deadlines for housing; and (ii) have submitted satisfactory documentation of a qualifying disability and a substantiated need for reasonable housing accommodations. We require clear, current, and comprehensive documentation to substantiate a physical or mental impairment that substantially limits one or more major life activities, specifically as it relates to housing needs, as confirmed and well documented by an appropriate and qualified licensed professional. The documentation must be sufficient to establish a direct link between the underlying impairment and the requested housing accommodation(s).

Requests for Reasonable Accommodations in Housing

Requests for residence hall accommodations should be made as soon as the student has decided to attend or continue at Russell Sage College. **Requests need to be submitted each year; they do not carry forward.** To ensure that housing accommodation requests can be reviewed and addressed in a timely manner, **students are asked to meet the following due dates if they wish to have accommodations available on the day that residence halls open each semester.** Requests submitted after the due dates below will be reviewed and considered (as space allows), but they cannot be guaranteed to be available at the start of the semester.

- **April 1** : Due date for Continuing Students to Submit Accommodation Request for the following Fall Semester
- **June 1** : Due date for New Incoming Students to Submit Accommodation Request for the following Fall Semester (this allows accommodation to be made prior to room assignments)
- **December 1** : Due date for New and Continuing Students to Submit Accommodation Request for the following Spring Semester

The student must complete Part I of the Request for Reasonable Housing Accommodations Application form. An appropriate and qualified licensed healthcare professional must complete Part II & Part III of that form.

The completed forms must be submitted to the Director of Accessibility Services in person (office is located on the 3rd floor of the library on both campuses), by email (to normak@sage.edu) or by fax (518-292-8621). Additional information and all forms are available online: <https://www.sage.edu/student-life/accessibility-services/>

Any request for a service animal or comfort animal in residential housing must also comply with policy on service animals and comfort animals (available on the Accessibility Services webpage).

Process for Reviewing Requests for Housing Accommodations

Accommodations for various disabilities and chronic health conditions take time to arrange. The Accessibility Services Office receives many such requests, all of which affect the allocation of limited housing resources.

All requests are reviewed and prioritized according to severity of need. Every effort will be made to meet the student's needs. However, a large number of high priority needs, limited residence hall spaces and availability may mean that not all requests will be met immediately. If the request cannot be honored for the upcoming semester, the student will be put on a waiting list for consideration as openings occur. Documentation supporting a request will be reviewed and determined by the Director of Accessibility Services. All information is considered confidential. Listed below are some of the factors considered when evaluating housing accommodations requests.

Severity of the condition:

- *Is the impact of the condition life threatening if the request is not met?*
- *Is there a negative health impact that may be permanent if the request is not met?*
- *Is the request an integral component of a treatment plan for the condition in question?*
- *What is the likely impact on academic performance if the request is not met?*
- *What is the likely impact on social development if the request is not met?*
- *What is the likely impact on the student's level of comfort if the request is not met?*

Qualifications of the Provider:

- *Does the provider have an established and on-going treating relationship with the student?*
- *Is the provider associated with an internet-based service whereby the availability of documentation for an emotional support animal or other housing accommodations is advertised and such documentation can be purchased on-line?*

Feasibility and Availability:

- *Is space available that meets the student's needs?*
- *Can space be adapted to provide the requested need without creating a safety hazard (electrical load, emergency egress, etc.)?*
- *Are there other effective accommodations that would achieve similar benefits as the requested accommodations?*
- *How does meeting this request impact housing commitments to other students?*

Request Notification

If the Director of Accessibility Services reviews the request and accompanying documentation and determines that the student does not meet the criteria for accommodation, then the student will be notified of this decision and/or may be asked to provide additional documentation. If the Director of Accessibility Services reviews the request and approves it based on the documentation provided, then the Residence Life Office will be informed of the housing accommodation need. The Residence Life Office will then work directly with the student, as needed, to make the housing accommodation arrangements.