



On-Campus Housing Accommodation Request:

Before submitting a request for an on-campus housing accommodation, note the following deadlines:

- For Spring Semester Housing requests, the deadline is **November 15th**.
- For Fall Semester Housing requests, the deadline is **February 15th**.
- For Incoming First-Year Housing requests, the deadline is **June 15th**.

Requests that are received and approved after these specified dates will experience delays in their processing and implementation. It's important to understand that an approved accommodation does not guarantee a specific housing location.

To submit an official request, follow the steps below:

1. **Complete the necessary documents.** Review this document to ensure you complete all necessary forms. Requests received without completed forms may not be reviewed.
2. **Log in to Accommodate.** Access the Accommodate portal ([here](#)) using your Peoplesoft login credentials.
3. **Upload your supporting documents.** After logging in to Accommodate, you have two options on the homepage to submit your supporting documents:
 - Use "**Shortcuts**" on the right side of the homepage.
 - Or navigate to "**Documents**" under the Accommodation tab on the left side of the homepage.
 - Forms sent via fax or email will not be accepted.
4. **Submit an accommodation request.**
 - If a student has **never requested disability accommodations** at HWS, they can submit an initial Accommodation Request Form ([access here](#))
 - If they **have previously received accommodations** at HWS, students must complete a Supplemental Request in Accommodate.

Once completed, Disability Services will present your accommodation request(s) to the Non-Academic Accommodation Committee (NAAC) for review. The NAAC meets monthly and may take up to 30 days to review a completed request.

Contact the NAAC at naac@hws.edu with any questions about your submitted request.



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On-Campus Housing Accommodation Policy

Scope & Purpose

Hobart and William Smith (HWS) is an inclusive environment that provides reasonable on-campus housing accommodations to students with disabilities. HWS recognizes that students with disabilities may require a specific type of on-campus housing or modifications to fully participate in the residential component of the HWS experience. For these students, HWS provides on-campus housing accommodations in accordance with this policy, as well as federal, state, and local laws. The ADA defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activities.

Confidential Handling of Disability Records

All information submitted to HWS related to the diagnosis, documentation, or accommodation of a disability is considered confidential and will not be a part of student records. Individuals on the NAAC will have access to all disability-related records. Access to disability records may be granted to other authorized HWS officials in emergencies or unusual circumstances.

Determinations Requests for on-campus housing accommodations are individually assessed based on documented need and in accordance with standards for reasonable accommodations. Disability Services receives these requests via the Accommodate portal and presents them to the NAAC for official review. HWS engages in an interactive process with the student to identify suitable accommodation(s), the ultimate responsibility for selecting the most appropriate accommodation lies with HWS. Students will receive an email notification from the NAAC about their request status.

Appealing Determinations A student may appeal the outcome of a NAAC decision to the NAAC Appeals Committee. An appeal must be submitted by the student, with updated documentation, within 14 calendar days of the date of the official notification of the decision. Appeals will be reviewed within 5 business days. Access the NAAC Appeals Form [here](#).

Discrimination Protection

The Colleges have adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging discrimination based on disability, which is prohibited by Section 504 of the Rehabilitation Act of 1973. If a student feels that they have been subjected to discriminatory actions based on disability, they may file a grievance with the HWS 504 coordinator. More information regarding Section 504 can be found on page 37 in the Handbook of Community Standards. [community_standards.pdf \(hws.edu\)](#).



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PART I Student Form (to be completed by student):

Student Name:

ID:

Class Level:

Disability: Identify the disability(ies) and how it/they substantially limit your residential campus life.

Accommodation Request: What on-campus accommodation are you requesting?

Barrier(s): What disability barrier(s) would this housing accommodation alleviate or reduce?



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Student Consent Form

I certify that the statements made on this form are true and correct. I grant Hobart & William Smith Colleges (HWS) permission to review all documentation provided along with this form and to share the documentation with the Non-Academic Accommodation Committee (NAAC), staff members in Student Engagement and other authorized HWS officials to assess whether I have a disability and/or my need for an accommodation. I further grant permission to any healthcare provider submitting documentation on my behalf in support of my request for housing accommodation(s) to speak with a representative of HWS about my request.

Name:

Signature:



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PART II Healthcare Provider Form (to be completed by the student's healthcare provider)

Provider Name and Degree Type:

License/Number/State:

Address:

Email:

Phone:

Signature:

Relationship: How long have you known the student and on what date did you last examine the student in person?

Disability: What is the student's disability(ies)? How does it/they substantially limit their participation in residential life activities?

Recommendation: What type of on-campus housing accommodation do you recommend for the student?

Barrier(s): What disability barrier(s) would this housing accommodation alleviate or reduce?

Alternatives: Are there alternative accommodations that could address the student's disability need(s)?