



## **Housing Accommodation Process**

Requests regarding housing assignment adjustments, assistance/Emotional Support Animals (ESAs), or any building augmentation that creates a significant or permanent physical adjustment to the building will be directed to use the Housing Accommodation Request process. This process does not respond or address housing exemption requests.

Students will be asked to complete the Housing Accommodation Request Packet, which includes relevant information from the appropriate healthcare provider(s). The Assistant Dean for Student Affairs will serve as the primary point of contact and communication for the requesting student.

Once the Housing Accommodation Request Packet has been received, a committee will convene to review the request and determine if additional information and/or documentation is needed. This review may include speaking directly with the requesting student or the identified care provider(s).

The decision will be made by the Committee and communicated by the Assistant Dean for Student Affairs in writing. Included in this decision letter will be supporting rationale and if needed, any notice of additional paperwork requirements. The Committee reserves the right to recommend an alternative accommodation.

Should a student wish to appeal the decision, they will be directed to submit in writing the grounds in which they are appealing and include any *new* documentation to support their request. Appeals will not be considered simply because the requesting student is dissatisfied with the original determination.

We anticipate fourteen (14) business days to complete the process after all supporting documentation is received and reviewed. However, depending upon the number and complexity of requests, as well as the need for additional information, the length of the process may vary.

Housing Accommodation Requests should be submitted by the required submission date if the student is requesting for the following academic semester. This is to provide reasonable notice to staff for making housing modifications and other room placement arrangements.

1. Returning students = April 1
2. New incoming students = July 1
3. Spring new admits = December 1

If an application is submitted past the deadline, the College will fully review the request but cannot guarantee it will be able to meet the accommodation needs the same semester for which it is requested. If the need for the accommodation arises when an individual already resides in housing, they should contact the Assistant Dean for Student Affairs as soon as possible to start the process.

### **Additional Information:**

**Service Animals** provide active support and are permitted to accompany the student/handler in all public areas at the College, with the possible exception of certain laboratory or field experience settings.

If it is readily apparent the individual has a disability and requires on-campus assistance from an animal that qualifies as a Service Animal, no further information will be requested. If it is not readily apparent that the animal is a Service Animal, an individual may be required to provide the following information:

1. Advance notice requesting to have the Service Animal housed residentially on campus:
  - a. Centennial Hall: contact the Community Manager, (315) 741-3067
  - b. Ranger School: contact the Director of the Ranger School, (315) 848-2566
  - c. Cranberry Lake Biological Station, contact CLBS Assistant Director, (315) 470-4939
2. An individual may also be required to explain the work or task(s) that the Service Animal has been trained to perform, but the Service Animal will not be required to demonstrate this task and no documentation of training will be required.

### **Assistance Animals/Emotional Support Animals (ESA)**

Emotional Support Animals provide passive support and are permitted only in a student's residence room and common areas associated with the student's residence hall.

A request for an Emotional Support Animal will be treated as a Housing Accommodation Request. To make such a request, a student must contact the Assistant Dean for Student Affairs and follow the procedures for this request.

**Emotional Support Animals may not reside in housing without express written permission from College officials.**

Considerations when seeking the approval for an Emotional Support Animal:

1. Does the person have a disability (i.e. a physical or mental impairment that substantially limits one or more major life activities)?
2. Does the person making the request have a disability-related need for an Emotional Support Animal (i.e. does the animal provide emotional support that alleviates one or more of the identified symptoms of the person's existing disability)?

Things to consider when contemplating an Emotional Support Animal in College housing:

- Time obligation related to care of specific species
- Time away from the animal, student schedule, lifestyle, other responsibilities that are owner's sole responsibility
- Financial cost of food, supplies, veterinarian visits
- Previous ownership of species or anxiety an animal may experience in a new environment
- Caring for the animal during school breaks
- Travel (roommates, other residents are not permitted to care for animal in your absence)
- Training of the animal (ex. housebroken or litter trained; crate trained)
- Ideal time to bring to campus