

ON AND OFF CAMPUS HOUSING POLICY FOR STUDENTS WITH A DOCUMENTED DISABILITY

1. All students are subject to the policies, rules, and regulations in the Paul Smith's College Community Guide and College Catalog.
2. Any requests for off-campus or special housing as an accommodation for disability need to be put in writing and will be reviewed by the Medical Accommodations Committee, and will follow the procedures for documenting a disability set forth on the Center of Accommodative Services portion of the PSC website. The evaluation will be made in a holistic manner. Their recommendation will be forwarded to the student and Residence Life within five business days of the completion of review.

May 5, 2006
Committee on Accommodative Services

Procedure to request medical housing accommodations:

1. Complete a PSC Housing Application form.
2. Complete a medical housing request form in person or faxed to 518-327-6026.
3. Submit a letter to the Director of Student Development requesting this accommodation and explaining why it is appropriate via email or the fax number above
4. Sign releases as necessary.
5. Submit appropriate current documentation along with your letter (see Documentation of a disability on the Center for Accommodative Services website)
<http://www.paulsmiths.edu/programs/files/Guidelines%20for%20Documentation.pdf>. If you have no current documentation, forms for documenting ADHD and Psychological disabilities are available from SDC and forms for documenting other medical conditions are available from SDC or Health Services.
6. Contact SDC (518-327-6340) to provide specific information regarding your disability and needs
 - Documentation will be reviewed and found to support the request (or not).
 - Student is notified by letter or email the status of the application and whether we need more documentation.
 - There will be no decision until the file is complete.
 - All decisions are based on availability.
 - All requests will be reviewed by the Medical Housing Committee *by* the dates below once all appropriate application paperwork is complete, and must be approved before a recommendation is made to Residence Life regarding housing.

New entrants and returning students must make the request and follow the procedures by **Aug 15** for the fall semester. Returning students and new January entrants must make the request and follow the procedures by **January 10** for the spring semester. Returning students must make the request, by **April 15** for the summer semester.