



## **Procedures for Requesting Housing Accommodation**

Students requiring housing accommodations based on a physical, psychological, or other health/medical disability may request accommodation through Disability Resource Center (DRC). The University has established the following procedures to ensure that students with disabilities have equal access to UNC's housing.

### **Procedures:**

- 1. Apply to Housing:** Students must first apply for housing through UNC's Housing and Residential Education (HRE) website at the following link: (If you currently live on campus, skip this step)  
<https://studenthousing.unco.edu/Login.asp?TargetPage=Default.asp?>
- 2. Complete and submit the online DRC intake form:**  
<https://rainier.accessiblelearning.com/s-UNCO/ApplicationStudent.aspx>. A DRC staff member will review your intake form and send you instructions with next steps by email, including a link invitation to complete an online housing accommodation request form.
- 3. Submit Documentation of Disability:**  
Please submit the Housing Accommodation Documentation Form completed by your licensed provider. Additionally, if your request is based on severe allergy, please have your medical provider fill out and return the [Severe Allergy Documentation Form](#). Your documentation must be sufficient to establish a direct link between the disability and the requested housing accommodation(s).

### **Documentation must be submitted to DRC Online or by the following options:**

Disability Resource Center  
University of Northern Colorado  
501 20<sup>th</sup> Street, CB 139  
Greeley, CO 80639  
Email: [DRC@unco.edu](mailto:DRC@unco.edu)  
Fax: (970) 351-4166

### **4. Deadlines:**

Completed requests for disability housing accommodations must be submitted by the following dates:

- a. June 1 for First-year and New Transfer students**

## **b. March 1 for Continuing/Returning students**

Although applications submitted after these dates will be reviewed and considered, UNC cannot guarantee that it will be able to meet housing accommodation requests received after the above deadlines. Housing accommodations are based on availability and the appropriateness of the requested accommodations.

### **5. Review of Request:**

Applications will be considered through the DRC office by the Housing Accommodation Committee (hereby referred to as “The Committee”) after ALL requirements are completed as outlined above. The submitted documentation and the student’s personal statement are used to evaluate the request. The Committee considers the student’s current symptoms and limitations, the level of severity of the condition/disability, potential alternative accommodations, and the appropriateness and essential nature of the requested accommodations. The Committee will review the request at The Housing Accommodation Request Committee Meeting which occurs monthly. The student will be notified of The Committee’s decision via email within 7 to 10 business days, following the meeting.

### **6. Housing Assignment:**

Students who have been approved for housing accommodations will receive a housing assignment based on the approved accommodations. Please note that housing assignments are binding for the applicable housing period. After room assignments have been made, students requesting room changes to another location based on a disability-related concern will need to contact DRC to request a new accommodation. Students requesting a room change to another location based on a concern that is not disability related will need to contact Housing and Residential Education. Students do not have to re-apply for approved disability accommodations unless there is a change in requested accommodations. If requests for accommodation changes are approved, DRC will notify housing of new accommodations granted and room changes will be subject to housing availability.

**Please note:** Students whose request for housing accommodations is not granted will have the opportunity to have that decision reconsidered. Students will receive information about the reconsideration process upon receiving a denial notification. Students should be advised that there is only one reconsideration opportunity which is the final decision regarding the request.