



Procedures for Requesting Housing Accommodations

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:

<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).

4. Meet with a DRC staff member:

With sufficient documentation, a DRC staff member will instruct the student, via email, to schedule an appointment with a DRC staff member. During this appointment, the student will engage in the following process with a DRC staff member:

- a. Provide self-reported information about their disability and the need for their housing accommodation in University Housing.
- b. Review of documentation of disability and housing accommodations requested.

Additional documentation may be needed from the student's provider, if needed. If this is necessary, DRC staff will have students fill out a release of information, granting permission to DRC to contact the provider.

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, functional impact of disability in residence, 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 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. If approved, your accommodation will be sent to HRE, who will coordinate your placement. Please note that an accommodation does not guarantee placement in a specific space or residence hall. HRE will do their best to match up accommodations with listed preferences regarding residence hall or roommate, but ultimately will place students in a space that meets their approved accommodation needs. Students requesting a room change will need to contact HRE. 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 HRE of new accommodations granted and room changes will be subject to 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.