



Procedures for Requesting Housing Accommodation

Students requiring housing accommodations based on a physical, psychological, or other health/medical disability may request accommodation through Disability Support Services (DSS). 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 Request for Accommodations and Services:**
[Click here to complete the Request for Accommodations and Services.](#) A completed Request for housing accommodations must include a personal statement describing the disability and the need for the housing accommodation requested. A space will be provided within the above form to enter this information.
- 3. Submit Documentation of Disability:**
Please submit documentation of disability that meets the requirements stated in the *Documentation Guidelines for Housing Requests*. Your documentation must be sufficient to establish a direct link between the disability and the requested housing accommodation(s).
- 4. Complete the Permission to Release Information Form:**
The *Permission to Release Information* Form is found at www.unco.edu/dss under the Accommodations tab on the DSS website.

All required forms must be submitted to:

Disability Support Services
University of Northern Colorado
501 20th Street, CB 139
Greeley, CO 80639
Email: DisabilitySupport@unco.edu
Fax: (970) 351-4166

5. 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.

6. Review of Request:

Applications will be considered through the DSS office after ALL of the requirements are completed as outlined above. The submitted documentation and the student's personal statement are used to evaluate the request. The staff considers the student's current symptoms and limitations, the level of severity of the condition/disability, potential alternative accommodations, and the appropriateness and necessity of the requested accommodations. Students are informed of the status of their request by email, generally within 2 weeks of submitting a completed request.

7. Housing Assignment:

Students who have been approved for housing accommodations will receive a housing assignment with 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 schedule an appointment with DSS to request a new accommodation. If approved, DSS will complete a *DSS Room Change Request Form* and will be subject to housing availability. Students do not have to re-apply every year unless the requests for accommodation change.