



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 and submit the online Housing Accommodation Request Form:**
[Housing Accommodation Request Form.](#)
- 3. Submit Documentation of Disability:**
Please submit documentation of disability that meets the requirements stated in the [Documentation Guidelines for Housing Requests](#). 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). If you did not already upload the 'Housing Accommodation Request Form' to DSS Online in step three, please choose an alternative submission option below and submit with documentation from your provider.

Documentation of Disability must be submitted to DSS Online or by the following options:

Disability Support Services
University of Northern Colorado
501 20th Street, CB 139
Greeley, CO 80639
Email: DisabilitySupport@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 DSS office by the Housing Accommodation 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 a meeting which occurs the second week of each month. The student will be notified of the Housing Accommodation 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 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.