

DISABILITY HOUSING ACCOMMODATIONS PROCEDURES & GUIDELINES

In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, Naropa University provides reasonable accommodations to students with disabilities in housing. For students whose disabilities substantially limit their ability to live in Naropa's traditional housing arrangements, accommodations are provided. In collaboration with Naropa's housing committee, these accommodations are determined on a case-by-case basis, according to documented need, and prevailing standards for reasonable accommodations. Housing accommodations are made after a determination of the student's disability status and that his or her particular disability necessitates adjustments to the living environment and available housing options. With this in mind, the University has established the following procedures to ensure that students with disabilities have equal access to Naropa's housing resources.

Please note: Students who have medical or psychological conditions that do not constitute a disability may also apply for accommodation or room transfer that may better address their special needs through standard housing procedures. Fill out the *disability housing accommodations and exception to policy form* (below) and/or a room transfer request form located in the housing office, 1st floor of the Snow Lion Apartment Complex. Naropa University freshman students should contact the Office of Housing (303-447-3846) for more information on this process.

While applications are accepted and considered after the preferred deadlines, Naropa cannot guarantee that it will be able to meet late applicant's accommodation needs, including any needs that develop during the semester. All requests for disability housing accommodations, along with all of the required documentation and forms referenced above, should be submitted to the Office of Disability Services by the following preferred deadlines:

- a.) Naropa University incoming fall first year students: **May 15th** for the following fall semester.
- b.) Naropa University incoming spring first year students: **December 1st** for the following spring semester.
- c.) The Disability Housing Accommodations form and your disability documentation must be sent to:

Office of Disability Services
2130 Arapahoe Avenue
Boulder, CO 80302

Incomplete applications or those without disability documentation and signed releases will not be considered.

Procedures:

1. Submit Request form for Disability Accommodations to Disability services (Please see Holly Mayo in the Disability Services Office 303-245-4749 for documentation guidelines or they can be found on the NU website <http://naropa.edu/campuslife/learningneeds.cfm>)
2. Requests will be considered by the Naropa University Housing Committee (the “Committee”), which is comprised of professional staff from the offices of Disability Services, Housing, and Student Affairs. The Committee considers each request on a case-by-case basis. The Committee evaluates, among other things, the student’s disability status, the reason for exception request, the necessity of the requested accommodations, potential alternative accommodations and what, if any, housing accommodations would be appropriate for the student. Students are informed of the status of their request by the Committee as soon as reasonably possible.
3. If approved meet with Director of Housing or download and fill out Housing preference form and submit to housing office. (http://naropa.edu/campuslife/och_freshman.cfm)
4. Undergraduates who have been approved for specific housing accommodations by the Committee will not participate in the Housing Lottery/ Room Selection process and will receive a housing assignment designed to meet their needs. This housing assignment will be made according to age and number of credits. Please note that housing assignments are binding for that housing period. A student who requests housing through the accommodations process cannot decline an assignment in favor of Lottery participation and may not request room changes to another location.
5. Students who are not granted housing accommodations through this process will have the opportunity to appeal such decisions. All appeals are reviewed and decided by the Dean of Students. The Dean of Students consults with the Disability Services professional and Housing professionals and makes a final decision regarding the specific case. Students will receive information about the appeals process upon notification of decision of request for disability housing accommodations.



REQUEST FORM FOR DISABILITY HOUSING ACCOMMODATIONS

Naropa University is deeply committed to the full participation of its students within all aspects of University life, including residential life. With this in mind, the University has established procedures to ensure that all students have equal access to Naropa’s housing resources. Please refer to the *Disability Housing Accommodations and Procedures and Guidelines* for the complete process for requesting housing accommodations, including deadlines. Students must follow these procedures and provide all of the required information in order to be considered for disability housing accommodations.

Name: _____ Date: _____

Semester Requesting accommodations or exception to policy:

Fall: _____ Spring: _____ Summer: _____

Home Address: _____

Naropa ID: _____

Telephone: _____

Current Academic Status:

- First Time Freshman (no credits)
- Returning Freshman (1-29 credits)
- International
- Other

Date of Birth: _____

Accommodations requested (valid documentation must be attached):

Registration date with Naropa University’s Office of Disability Services:

Have you previously applied for disability housing accommodations or an exception?

- Yes No

If yes, what semester: _____

If yes, please list the accommodations or exception that you received:

If you have not done so already, attach documentation from a qualified Medical or other provider in support of your requested accommodation(s) or exception

Please sign below, indicating that you have read Naropa University's Housing Accommodations Procedures and Guidelines (attached).

To provide the best level of service, I utilize a team approach. Please sign below to provide a release for me to speak with your academic advisor, faculty, the Dean, Assistant Dean, Housing Committee and/or the Counseling Center (as necessary and as appropriate).

Student Signature: _____

Date: _____