



Request Accommodation Letters

If you are an Albany State University or South Georgia State College Entry Program student with a documented disability who requires housing/dining accommodations to secure access, you must contact the [Student Disability Services Office](#) as soon as possible (2 months prior to occupancy is recommended, although requests will be considered in the event that space is still available). Students must complete the Request for Housing/Dining Accommodation form and provide [supporting documentation](#). Requests are determined on a case-by-case basis with respect to sufficient documentation that:

1. indicates the existence of a disability and the impact of disability in the housing environment,
2. the existence of a barrier to access that exists within the housing, and
3. a request for reasonable accommodation that would remove the barrier identified.

While a housing design or meal plan might make managing the symptoms of a disability easier for a student, the Student Disability Services Office is only responsible for removing barriers to access for students with disabilities. Therefore, the Student Disability Services Office is unable to approve requests that do not specifically address inaccessibility. For example, documentation that states that, “the student would benefit from...” or “it would be easier if...” will not likely meet the criteria for accommodation. Requests for a private room or semi-private bathroom based on an assumption that the symptoms of disability will negatively impact a roommate or vice versa do not meet the criteria of inaccessibility.

The Student Disability Services Office will review requests within ten (10) business days upon receipt of all necessary documentation (including the *Request for Housing/Dining Accommodation* form completed by the student and medical documentation that meets criteria). Once a decision has been made, the Student Disability Services Office will notify students via ASU email address indicating if the accommodation request has been honored or if it was determined that the documentation provided was not sufficient to support the request. If the requested accommodations are deemed reasonable and supported by documentation, the Student Disability Services Office will also notify Housing and Residence Life via ASU/SGSC email as soon as the decision has been made.

PLEASE NOTE:

- A documented medical condition does not necessarily indicate that a student qualifies as a student with a disability who requires accommodation.
- Requests for single rooms to ensure a “quiet place to study” or for student “alone time/downtime” may not be approved as there are numerous resources within Housing and across campus that provide suitable conditions and students should not assume that a roommate’s schedule will not allow for this need.
- The Student Disability Services Office is not able to recommend a specific residence hall, room or roommate.
- Requests for accommodation made late and/or after housing assignments are released will not likely be honored. Do not assume that early submission of room preference guarantees that the room/restroom type requested will be assigned.
- Do not assume that existence of a disability/medical condition will support a request for release of contract. In most cases, options for housing accommodations (e.g., change of room, change of hall, etc.) need to be explored prior to support of a release of contract by the Student Disability Services Office. It is recommended that, despite the existence of a disability, students complete the process outlined by Housing and Residence Life prior to making any alternate plans for housing.
- Requests for waivers of meal plans will need to accompany a meeting/discussion with the Dining Hall Chef to determine if dietary needs will be able to be met. If dining is unable to provide appropriate nutritional meals to meet a student’s specific medical needs (based on documentation provided), then requests for modification or waiver to a meal plan will then be considered.

Please fill out the fields below, ONLY if you are a student with a disability requesting a housing/dining accommodation. The review will begin once the form is submitted and supporting [documentation that meets criteria](#) is received in the Student Disability Services Office.



PERSONAL DATA

NAME: _____ DATE: _____

LAST * FIRST * INT. MM/YY/DD *

STUDENT ID NUMBER *

STUDENT PHONE NUMBER *

STUDENT ASU EMAIL *

TERM

ACCOMMODATION INFORMATION

In what year/term do you plan to start living on campus if you requesting a housing/dining accommodation? *

DATE: _____ MM/YY/DD *

ADDITIONAL INFORMATION AND DETAILS

4. Please provide details regarding the housing/dining design that must be met in order for the student to be able to access housing or remain in housing (in the event of a release of contract request). *

5. Please provide information about your disability type and the symptoms that make living/dining on-campus inaccessible without accommodation(s). *



7. Please provide details regarding barrier(s) that prevent(s) access to housing/dining if the accommodation request is not approved. *

8. Are you requesting a release of contract as a result of inaccessibility to housing/dining? *

9. If so, what steps have you already completed with Housing/Dining to address this need?

AUTHORIZED SIGNATURE

I certify that I am the student listed above and that the information on this form is correct to the best of

my knowledge.

I agree

I disagree

NAME: _____ DATE: _____

Your Signature

MM/YY/DD