



Simon's Rock at Bard College and Bard Academy Housing Accommodation Policy

Residential living provides opportunities to develop new friendships and skills within a caring community environment. Learning to share space, cooperate, and be respectful of others is part of the residential learning experience.

Simon's Rock at Bard College and Bard Academy recognizes the importance of providing reasonable accommodation(s) in its residential life policies and practices when necessary, so that individuals with disabilities have access to, and are able to fully participate in, the residential life programs. This policy explains the specific requirements and guidelines that apply to requests for reasonable accommodation to Simon's Rock at Bard College and Bard Academy's residential housing program.

Simon's Rock at Bard College and Bard Academy is committed to providing access to our residential programs and provides housing accommodation for students with documented disabilities in accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and Fair Housing Act (FHA).

Disability needs are assessed on a case-by case basis. An individual with a disability related need must communicate directly with the Director of Accessibility and Learning Supports (from now on referred to as the Director of Accessibility) to request accommodation. The Director of Accessibility is responsible for processing student requests, including reviewing documentation, interviewing students, and evaluating needs. Requests for housing accommodation are reviewed in consultation with Simon's Rock and Bard College Housing Accommodation Committee.

Housing Accommodation Requests and Documentation Deadlines for the Upcoming Academic Year:

Incoming Students- June 1st

Current Students- March 1st

Procedures for Requesting a Housing Accommodation

1. Notify the Director of Accessibility that you are requesting housing accommodation:

Incoming students should complete the **Request for Reasonable Accommodation Form** posted on the Newly Enrolled Student Portal.

Current students should send an email to jaltshuler@sr.bard.edu with their specific request and available times to meet.

The Director of Accessibility will contact you to schedule an interview regarding your specific housing accommodation request.

2. Submit disability documentation:

Policies, Documentation Forms and Guidelines can be found on the Campus Life page at the bottom at the link for Disability + Accessibility Services (<https://simons-rock.edu/campus-life/>) for guidance on appropriate documentation to verify eligibility and support specific accommodation requests.

Scans may be sent to jaltshuler@sr.bard.edu

For Healthcare Providers or families who prefer to mail or fax documentation, please send to Jean Altshuler, Director of Accessibility and Learning Supports:

Jean Altshuler

jaltshuler@sr.bard.edu

Fax 845.752.5647

30 Seminary Dr. Barrytown, NY 12507

Students must request housing accommodations annually and submit updated documentation by posted deadlines. Previous accommodations are not automatically extended.

Documentation

In order to evaluate how Simon's Rock at Bard College and Bard Academy can meet a student's needs we require sufficient information from a qualified, treating, healthcare provider.

Documentation should state how the requested accommodation relates to the current impact of the disability, the severity of the condition, the impact on the student's life if the condition is not met, and if there are any alternative options that will meet the student's need(s). Requested accommodations may not be granted if deemed unreasonable, unduly burdensome or if alternative accommodations are available.

Notification

Students will be notified of the approval decision via email and will be given instructions for proceeding with housing assignments. If the housing committee determines that a requested accommodation is not warranted or is unreasonable, students may then engage in an interactive

process with the Director of Accessibility to determine if there are alternative accommodations that might effectively meet the individual's disability-related needs.

Appeal Procedures

Students who do not agree with the housing committee's accommodation decision have the right to appeal the decision using the **Grievance Procedure for Students with Disabilities** posted on the Campus Life website under the Disability + Accessibility Services section:

<https://simons-rock.edu/campus-life/>

Confidentiality and Record Keeping

In processing requests for housing accommodation, the Director of Accessibility will take all steps *required by federal, state and/or local law* to protect the confidentiality of any information or documentation disclosed in connection with the requests. Information will only be shared to the extent necessary to determine whether to approve the request, determine if the request is reasonable, and implement any request granted.

Additional Residential Life Procedures

ESA and Service Animal Policies can be found on the disability services webpage:

<https://simons-rock.edu/campus-life/>