



**Policy Title:** Housing Accommodations in Residence Hall  
**Document #:** 3018  
**Effective Date:** 10/24/2024  
**Category:** Legal and Compliance  
**Responsible Office:** Student and Residence Life

**This policy applies to:** Residential Students

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**Summary:**

This policy establishes guidance regarding the legal requirements surrounding the application process and acceptance of a housing/dining accommodation for a residential student of the Residence Hall. The law that governs reasonable housing accommodations in this instance is the Fair Housing Act [FHA]. The goal of the FHA is to give disabled individuals an equal opportunity to use and enjoy their dwellings like non-disabled individuals. Reasonable accommodations are a recognized means of achieving that goal.

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**Policy:**

In accordance with the U.S. Fair Housing Act, SUNY Adirondack does not discriminate against any person in the terms, conditions or privileges of the rental of a dwelling because of a handicap, and will make reasonable accommodations in rules, policies, practices, or services when such accommodations may be necessary to afford such person equal opportunity to use and enjoy the dwelling.

Under the FHA, a “handicap” is defined as (1) a physical or mental impairment which substantially limits one or more of such person’s major life activities, (2) a record of having such an impairment, and (3) being regarded as having such an impairment.

In order to demonstrate the need for a housing accommodation, the residential student must show that they have an emotional and psychological need for the requested accommodation. Reliable proof must be provided that (1) the individual has a disability; (2) the housing accommodation is



necessary to afford the individual an equal opportunity to use and enjoy the Residence Hall room and (3) the accommodation in question will provide a disability-related assistance or emotional support. This proof can be in the form of a letter from a mental health provider, licensed therapist or a treating physician. The College is not permitted to inquire as to the specific disability or request medical records to substantiate the disability or unreasonably delay the request.

Applications for housing accommodations must follow the process and procedures outlined below. Supporting documentation must be provided to answer the following: (1) the individual has a disability; (2) the accommodation is necessary to afford the individual an equal opportunity to use and enjoy the Residence Hall room and (3) the accommodation in question will provide a disability-related assistance or emotional support.

All information related to requests for housing and dining accommodations will be kept confidential and secured in the office of Student and Residence Life - Housing office. Information will be destroyed six years after the residential student has left Residence Hall.

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**Definitions:**

College. Use of this term explicitly refers to Adirondack Community College and/or the College's legal acceptable short name, SUNY Adirondack.

Housing Accommodation: Any change or alteration to a housing assignment that will allow the residential student seeking the accommodation to fully participate and enjoy the residence hall. The Fair Housing Act requires owners of housing facilities to make reasonable exceptions in their policies and operations to afford people with disabilities equal housing opportunities.

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**Other Related Information:**

U.S. Fair Housing Act [FHA] – Title 42 – Public Health and Welfare, Chapter 45 Fair Housing  
<https://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter45&edition=prelim>

Mental illness has been recognized as a “handicap” under the FHA. In 2013, a federal court determined that student housing and dormitories are considered dwellings and subject to the FHA and its non-discrimination policies related to reasonable accommodations.

Assistance/ Emotional Support Animals in Residence Hall Policy #3001  
[N:/Policies, Processes, and Procedures/Legal and Compliance/3001 Assistance/ Emotional Support Animals in Residence Hall.pdf](#)

Residence Life Handbook  
<https://www.sunyacc.edu/documents/2024-25-residence-life-handbook-0>

Records Retention and Disposition #3007  
[N:/Policies, Processes, and Procedures/Legal and Compliance/3007 Records Retention and Disposition.pdf](#)

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**Processes and Procedures:**

1. Residential students requesting a housing or dining accommodation should complete the Request Form located on the website at



<https://www.sunyacc.edu/housing-and-dining-accommodation-request-form> and submit with supporting documentation to the Director of Student and Residential Life. Housing Accommodation Requests should be submitted by the required submission date if the student is requesting for the following academic semester. This is to provide reasonable notice to the Office of Student and Residential Life for making housing modification and other room placement arrangements.

Submission dates:

New Incoming Students = June 1

Spring Admissions = December 1

If an application is submitted past the submission deadline, the College will handle each submission on a case-by-case basis. If the need for the accommodation arises when an individual already resides in College housing, they should contact the Office of Student and Residential Life and complete the Request form as soon as practicably possible. The College cannot guarantee it will be able to meet the accommodation needs of a request made in the middle of an academic semester, but will convene the work group to review applications on a case-by-case basis.

2. The Housing/Dining Accommodations Review Work Group consisting of the Director of Student and Residential Life, the Director of Accessibility Services and the Dean for Student Affairs will review the accommodation request to make an individualized determination. Requests may be denied for insufficient documentation, the request imposes an undue financial and/or administrative burden to the College, and/or fundamentally alters College housing policies.

3. All decisions rendered by the work group will be final unless a student appeals, in writing, to the Vice President Enrollment and Student Affairs within ten (10) business days of the Work Group's decision. The Vice President, after receipt of such appeal, shall make a final determination in the matter within fifteen (15) business days from the date that the written appeal is submitted.

4. Documentation provided will be kept confidential and secured in the Office of Student and Residential Life - Housing office. Records will be destroyed six years after the residential student has left Residence Hall.

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#### **Forms:**

Housing and Dining Accommodation Request Form

<https://www.sunyacc.edu/housing-and-dining-accommodation-request-form>

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#### **Authority:**

Authority to Approve: Vice President for Enrollment and Student Affairs

Responsible for Oversight: Director of Student and Residential Life

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#### **History:**

This is the first Housing Accommodations in Residence Hall policy. This policy was approved by the President on 8/29/2024.

Pursuant to Section 5.08 of the Operating Agreement, the Board of Managers of the Adirondack Housing Association may delegate functions relating to day-to-day operations. A contract was executed in March 2012 between the Adirondack Housing Association (AHA) and Adirondack



Community College\SUNY Adirondack (College). The College agreed to provide management services to the AHA including housing applications and Residence Hall contracts. The AHA is responsible to assign student rooms and roommates.

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**Review:**

Annually in May.

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**Appendices:**

None.

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