Disability Housing Accommodation Guidelines

Disability Services works closely with Residential Life & Housing to respond to the individual needs of Barnard students with disabilities.

Housing options for Barnard students include rooms in traditional corridor-style and apartment suite-style residence halls in the neighborhood surrounding campus. All residential Barnard students are expected to follow College policies as well as College housing policies and procedures developed by the Office of Residential Life and Housing.

All incoming first year students who wish to live on campus (including those with diagnosed disabilities) are required to live in the First Year Focus area (multiple rooms in traditional corridor-style residence halls with a mandatory meal plan). Transfer and visiting students are housed based on availability, and are typically placed in multiple rooms. Roommate assignments are based on matching questions on the housing application and specific roommates can be requested on the Disability Housing Accommodation Request Form. Continuing students may include housing preferences as part of their disability housing accommodation request; however, class year is taken into consideration when reviewing those requests. Sophomores typically live in multiple rooms and certain locations may be typically reserved for seniors.

Procedures for Requesting Disability Housing Accommodations

1. New incoming students (ex. First Years, Transfers, Visitors) and students not currently living in housing (ex. Commuters, students returning from Study Abroad, students applying for readmission to the College) must submit a completed Housing Application (http://barnard.edu/reslife/applications/).

2. Students must also submit the Disability Housing Accommodation Request form (URL).

3. Students must submit disability documentation that follows the ODS Disability Documentation Guidelines (DDG) requirements (link). Please remember that the DDG must be in the required format. Documentation must be recent; updated and/or additional documentation may be required on a case by case basis. It is important that the documentation establish a direct connection between the disability and the requested housing accommodation(s). Students with Service Animals or requesting permission to have a Support Animal within their designated housing assignment should refer to the Service and Support Animal Policy (link).

4. Students must schedule a brief meeting prior to the Disability Housing Accommodation Request deadline with the Director of Disability Services to discuss their housing accommodation requests. Please contact ODS at ods@barnard.edu or call (212) 854-4634 to schedule an appointment.

5. For applicable deadlines, refer to http://barnard.edu/reslife/applications/. Requests for disability housing accommodations must be submitted by the same deadline for the housing application. Students currently in housing who wish to apply for the following academic year must submit requests by February 1 (i.e. prior to the Spring Room Selection process). Requests for accommodations after the deadlines will typically only be considered for newly diagnosed disabilities.

The Disability Housing Committee evaluates housing applications and the necessity of the requested accommodations.
accommodations(s). The Committee includes staff from the Office of Disability Services, Counseling Services, Residential Life & Housing and Primary Care Health Services.

Life Safety Information Cards

The Life Safety Information Card must be completed as part of the Disability Housing Accommodation Request. All students are expected to evacuate immediately upon the sounding of the building fire alarm. Students with disabilities who need assistance evacuating from their residence hall in the event of a fire alarm, should complete a Life Safety Information Card (LISC). Students must stop by the Office of Disability Services in 008 Milbank to complete a LISC and meet briefly with the Director of Disability Services.

If you are a nondisabled student but have a need (i.e. unable to hear fire alarm as a heavy sleeper), please complete the LISC. Students with temporary disabilities are also strongly encouraged to complete a LISC if there is any anticipation of difficulty with exiting the residence hall in the event of an emergency. Copies of the LISC will be kept on confidential file in ODS, Public Safety and Residential Life and Housing to be used in the event of an emergency.

All students unable to self-evacuate must call Barnard Security at (212) 854-3362 at the sounding of a fire alarm and provide their name and location. In the event of an actual life-safety emergency which necessitates total evacuation, trained New York City Fire Department (NYFD) personnel will be dispatched and take responsibility.

**Barnard Student Life Safety Information Card**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date Completed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell Phone:</td>
<td>UNI:</td>
</tr>
<tr>
<td>Residence Hall &amp; Room Assignment:</td>
<td></td>
</tr>
</tbody>
</table>

**Please indicate the type of disability you have:** (check all that are applicable):

- Visual Impairment / Blind
- Deaf / Hard of Hearing
- Physical / Mobility
- Chronic Medical Condition
- Sleep Disorder
- Psychological
- Other: (please specify)

☐ Check if this is a temporary disability. Until when would you require assistance?

**Please check the box below which is most appropriate:**

- I must be carried down stairs
- I can manage some stairs with assistance; the most I can walk is _____ flights
- I must be accompanied on fire stairs
- I cannot hear the fire alarm
- I need no assistance

Any additional info:
Housing Accommodation Request

Please refer to the Disability Housing Accommodations Procedures for the complete process for requesting disability-related housing accommodations, including deadlines. Students must follow these procedures and provide all of the required information & documentation in order to be considered for disability housing accommodations.

Name: ___________________________ Student ID: ___________________________

BC Email: ___________________________ Phone #: ___________________________

Current Room Assignment (if applicable):

Semester for which the accommodation is sought? □ Fall □ Spring □ Summer □ Year?

Check One: □ I am a continuing student □ I am a student applying for readmission to the College
□ I am a new First Year □ I am a new Transfer or Visiting student

SPECIFY YOUR DISABILITY TYPE (check all that are applicable):

□ Blind or low vision □ Physical or Mobility □ Chronic Health Condition
□ Deaf or hard-of-hearing □ Psychological □ Other (please explain below)

Please specify your disabilities:

If this request is due to a temporary injury, please indicate expected duration:

Have you previously applied for disability accommodations? □ Yes □ No When?

If yes, please list accommodations received:

DISABILITY ACCOMMODATIONS REQUESTED (must be supported by disability documentation)

□ Wheelchair accessibility □ Air-conditioning (available late May - Mid September only)
□ Semi-Private Bathroom □ Wheelchair accessibility
□ Strobe Fire Alarm □ Service or Assistance Animal (please see policy for additional required info)
□ Other:
□ Other:

HOUSING PREFERENCES

Preferred residence halls, etc:

Requested Roommate/Suitemate & UNI (if applicable):

Roommate/Suitemate requests will need to be mutually confirmed by the student. Please note that class year is taken into consideration when reviewing housing preferences. For example, all FY students are required to live in multiples within the Quad. Most sophomores live in multiple rooms and certain locations may be reserved for seniors.

Please sign below, indicating that you have read Barnard’s Disability Housing Accommodations Procedure. If your clinician has not already done so, please make sure they submit medical documentation in the required format.

Student Signature ___________________________ Date ___________________________