



Pitzer Academic Support Services

Procedures for Requesting Housing Accommodations

Students requiring housing accommodations based on a physical, psychological, or other health/medical disability may request accommodation through Pitzer Academic Support Services (PASS). PASS has established the following procedures to ensure that students with disabilities have equal access to Pitzer's housing.

Procedures:

1. Complete and submit the Housing Accommodation Application:
<https://andes.accessiblelearning.com/s-Pitzer/ApplicationHousing.aspx>
 - a. Students still need to complete the housing selection process through Housing and Residential Life according to their deadlines.
2. Submit documentation of disability:
 - a. It is highly recommended that you submit the [Housing Accommodation Provider Documentation Form](#) with your application. You may also email the form to academicsupport@pitzer.edu
 - b. Alternatively, you may submit documentation that meets the guidelines at the bottom of the following page: [Documentation guidelines for housing accommodation requests](#)

Note: All information/documentation that is submitted by students is considered confidential and held in Academic Support Services.

3. Review of Request:

Applications will be reviewed and considered through the PASS office by the Housing Accommodation Committee after all requirements are completed as outlined above. The Committee will take into consideration the students' submitted documentation and self-report included in their application. The Committee considers the students' current symptoms and limitations, functional impact of disability in student housing, potential alternative accommodations, and the

appropriateness and essential nature of the requested accommodation(s). Housing accommodation requests are reviewed by the Committee no less than twice monthly. The student will be notified of the decision or any next steps via email within 10-12 business days of their fully submitted request.

4. Housing Assignment:

Students who have been approved for housing accommodations will receive a housing assignment based on the approved accommodations. If approved, the accommodation will be sent to Housing and Residential Life who will coordinate the placement. Please note that accommodations are dependent on housing availability, and do not guarantee a specific space, residence hall, or roommate/suitemate. Housing and Residential Life will do their best to match up accommodation needs with student preferences regarding location and roommate/suitemates, but ultimately students will be placed according to the approved accommodation needs.

Students requesting a room change or roommate/suitemate change will need to contact Housing and Residential Life at housing@pitzer.edu.

Please note: Students whose request for housing accommodations is not granted will have the opportunity to have that decision reconsidered. Students will receive information about the reconsideration process upon receiving a denial notification.