

## **Requesting Accommodations and Delivery of Records to the Office of Accessibility Services**

### **Requesting Housing Accommodations and the Housing Accommodation Form process:**

1. You (the student) and your physician / treatment specialist complete the Housing Accommodation form. Please read the form carefully before attempting to complete it with your physician / treatment specialist. Be sure to adhere to the documentation requirements as noted under the heading "Documentation Requirements".
2. Return the form via mail, in-person, or by facsimile to the Office of Accessibility Services (OAS).
3. For faxing; please detach the "Documentation Requirements" pages before faxing. The fax number for the OAS is: (973) 618-3488.
4. All forms are reviewed by the Special Accommodations Team (SAT).
5. You will be notified of the SAT review decision through your Caldwell University email.

The Special Accommodations Team (SAT), is comprised of several departments that review all housing accommodation requests. SAT decisions are based upon the information provided by you and your disability evaluator / treating specialist / or physician. Detailed information must be provided by a qualified individual who is **not** related to the student. Incomplete forms will not be reviewed or considered. Appeals are considered only when new information is provided. This process or form may change at any time at the discretion of the SAT.

The SAT reserves the right to ask for additional documentation and / or meet with the student, if such information is needed to make an accommodation decision.

Accommodation decisions are communicated to the student through Caldwell University email. Once you (the student) have received a SAT decision from the Office of Accessibility Services, you may contact the Office of Residence Life for details about your housing accommodation.

### **Requesting Academic Accommodations and the Academic and Medical Accommodation Process**

Please adhere to the Document Timeline and Document Guideline (documents) posted on this web page. Documentation substantiating requests for accommodations may be delivered in-person, by mail, or by facsimile. The fax number is: (973) 618-3488.