



ITHACA COLLEGE

Student Accessibility Services

Peggy Ryan Williams Center, Garden Level

SUPPORTING DOCUMENTATION FOR HOUSING REQUESTS

Documentation supporting SAS housing accommodation requests must contain the following specific criteria:

- Documentation must be written by a licensed professional.
- Must include a formal diagnosis that rises to the level of a disability as per ADA guidelines.
- Contain functional limitations related to the disability (the impact, severity, frequency, and/or pervasiveness of the condition).
- Documentation should address why the housing accommodation requested is a need for the student.
 - Note: There is a distinction between need and preference. It's possible for an accommodation to be preferred by, or beneficial for, the student, without meeting the standard of a need in order to ensure equal access under law.

Our web site has more information: ithaca.edu/sas/housing

Ways you can send documentation to SAS:

Give the documentation directly to the student who requested it. The student can then upload it to their online SAS request using a personalized link.

Email the file as an attachment to sas@ithaca.edu

The file must be a document that stores text, NOT a photo or image file.

😊 Acceptable file types: PDF, DOC (Word), ODT (OpenDocument), RTF.

☹ Photos taken with a handheld device cannot be processed.

☹ Do not send an image file such as JPG, PNG, or HEIC.

The file should NOT be password-protected or encrypted.

Fax the document to our secure fax line **607-274-3957**

Mail the document to:

Student Accessibility Services
Ithaca College
953 Danby Road
Ithaca, NY 14850

For questions or clarification:

We do offer informational Zoom conversations. Email sas@ithaca.edu and ask us for a link to schedule a conversation.