



UNIVERSITY HOUSING SERVICES • One Washington Square, San José, CA 95192-0133  
[uhs-frontdesk@sjsu.edu](mailto:uhs-frontdesk@sjsu.edu)

## SAN JOSE STATE UNIVERSITY STUDENT HOUSING ACCOMMODATIONS POLICY Effective Academic Year 2023/2024

University Housing Services (UHS) at San José State University provides reasonable housing accommodations to student residents with disabilities. We recognize the importance of providing reasonable modifications to our housing policies, facilities, and services as warranted, in order to provide as many students as possible the opportunity to live in on-campus housing.

The Accessible Education Center (AEC), in partnership with UHS, makes every effort to determine and recommend appropriate housing accommodations to support eligible students with documented disabilities.

### **SJSU Housing Accommodation Policy Statement:**

- I. Students seeking disability-related housing accommodations must be registered with AEC, and must complete all steps of the UHS application process by the published [UHS deadlines](#). Housing accommodations are provided based on availability. Students are encouraged to complete the UHS application and register with the AEC by no later than SJSU's Intent to Enroll and UHS application deadline, ordinarily May 1 for the following fall semester and December 1 for the spring semester.
- II. Students registering with AEC will complete the online application, upload supporting documentation, and meet with an AEC counselor for a Housing Intake appointment. The AEC determines eligibility and prescribes reasonable and appropriate housing accommodations for eligible students based on disability-related limitations as supported by submitted documentation. If applicable, AEC will identify alternative option(s). Alternative option(s) will be ranked in priority to assist Housing staff with placement in the event prescribed accommodations are not available. Students seeking disability-related housing accommodations must:
  1. Complete all steps of the UHS application process by the published UHS deadlines.
  2. Register with AEC by completing the AEC Housing Application on AEC's website. AEC determines eligibility and prescribes reasonable and appropriate housing accommodations for eligible students. Housing accommodations are provided based on availability.

- III. Students are encouraged to complete the UHS application and register with the AEC by no later than SJSU's Intent to Enroll and UHS application deadline, ordinarily May 1 for the following Fall semester and December 1 for the following Spring Semester.
- IV. The AEC will consult with UHS, as necessary, to identify an appropriate location, room, and/or auxiliary aid to support students' disability-related limitations and prescribed housing accommodations.
- V. For students who complete the AEC's Housing Application process and are prescribed housing accommodations, the AEC will provide the student and UHS with a Housing Accommodation Notification Letter. The Housing Accommodation Notification Letter will state prescribed housing accommodations (i.e., single room, studio apartment, shared room, room with a semi/private bathroom). Accommodations listed will identify alternative accommodation in the event prescribed accommodation is unavailable.
- VI. Based on availability, UHS will assign students to a housing unit consistent with the housing accommodations prescribed by AEC. If prescribed housing accommodations are not available, UHS will offer an alternative as stated in AEC's Housing Notification Letter, in order of priority. In the event prescribed accommodations and alternate accommodations are not available, the student will be placed at the top of the waitlist for the next available room that can support the prescribed housing accommodations. For students waitlisted for a space in on-campus housing, prescribed housing accommodations or alternatives will be provided if housing becomes available.
- VII. Students with a completed UHS application and prescribed housing accommodations assigned to a Traditional Hall (Joe West, Washburn, Campus Village 2) or Campus Village Suites will be charged the [Classics Double Rate](#) (the lowest and most common Traditional Hall Room Rate), regardless of assigned room type. The Classics Double rate does not include housing during the winter break period. Should a student decide to remain in on-campus housing during winter break, they will be charged the Classics Double Daily Rate for the winter break period. Students wishing to stay over winter break must complete the Housing Winter Break Addendum. If approved, students will be charged the Classic Double Daily Rate for the winter break period. Should a student not be approved for winter break housing, and enters their unit during the winter break period without prior approval from a Housing staff member, they will be charged for winter break housing for the full winter break period.
- VIII. Students with a completed UHS application and prescribed housing accommodations assigned to the Campus Village Apartments Building A or B will be charged the [Campus Village Building B Apartments Single Rate](#) (the lowest and most common Apartments Room Rate) regardless of assigned room type. This rate includes housing through the duration of the academic year including winter break. Non-Frosh/Upper Division students assigned to the Traditional Halls/Suites will be charged the lower Traditional Hall/Suites rate based on the assigned room type, and are required to purchase one of the full mandatory meal plans.

- IX. Students with prescribed housing accommodations who decide either not to reapply or to petition to cancel their housing contract must reapply for housing by the published UHS deadlines and must contact AEC to update any prescribed housing accommodations.
  
- X. Students with prescribed housing accommodations who would like to continue living on campus the subsequent academic year will have an opportunity to select a space during the Returning Resident Sign Up Process. During this process students may select to retain their current space or opt to cancel their housing accommodations and select a different space through the standard returning student housing process. Students selecting to enter the standard returning resident selection process will be charged the standard room rate for the selected room type.

### **Privacy and Non-Disclosure**

The AEC maintains appropriate confidential files regarding students' disabilities on behalf of the university: these records are protected in accordance with FERPA regulations (Family Educational Rights & Privacy Act). San José State University will not release any information regarding a student's disability without his or her informed written consent or under compulsion of legal process.

### **[SJSU Discrimination, Retaliation and Harassment Information](#)**

University Housing Services and the Accessible Education Center are committed to supporting a discrimination-free environment by treating all residents equitably. Residents are afforded due process through the University's discrimination complaint procedures. <https://www.sjsu.edu/up/myinfo/equal-opportunity/student-discrimination-and-harassment-complaints/index.php>