

## **Office of Residential Education and Living Special Housing Accommodation Request 2009 - 2010**

---

**Students with permanent disabilities** that require special housing accommodations must request them each year from Sherine Miller, Director of the Office of Student Disability Services. **Students with a condition that is NOT permanently disabling** who want an accommodation should contact Cate Moffett, Director of Student Health Services or Janet Spoltore, Director of Student Counseling Services, depending on the type of impairment. Included would be conditions that are temporary or less than substantially limiting to a major life activity, such as recovery from an injury, surgical procedure, physical or mental health concerns.

Any student requesting special accommodations by the College regarding their housing must hand in their Housing Accommodation Request form to the appropriate office (see above) **no later than 5:00 pm on Wednesday, January 28<sup>th</sup>**.

**Submission of a special accommodation request does not guarantee that it will be accepted.** Please keep this in mind when submitting paperwork. For students who submit their paperwork on time, a decision will be e-mailed out by **5pm on Wednesday, February 11<sup>th</sup>**.

**Due no later than 5pm on January 28<sup>th</sup>:**

1. A Housing Accommodation Request must be completed stating the housing need.
2. Documentation from a professional clinician supporting the request must be on file with the appropriate office (see above).
3. **Students who have been granted special accommodations in past years must submit a new application for the coming year.**
4. The Housing Accommodation Committee, which is comprised of Residential Education and Living staff, Student Health Services staff, Student Counseling Services staff and Student Disability Services staff, will review all requests and specific information will be limited to those members of the committee.
5. A response to each request will be communicated by **5:00pm on Wednesday, February 11<sup>th</sup>**.

**Please note:**

- All students requesting an accommodation must still register for the Housing Lottery (via Camel Web) by **Friday, January 30<sup>th</sup> at 11pm**.
- A **granted** request will guarantee that an accommodation will be available. The location or specific house cannot be guaranteed, unless specifically related to the condition.
- Student granted an accommodation will be allowed to bring in **one** friend to live near them.
- Students applying for housing accommodations who are interested in Specialty Housing must also submit, to the Office of Residential Education and Living, any necessary application materials for that housing option by the stated deadline. Students must indicate whether the Specialty housing is in direct support of their accommodation need, or a preference independent of their accommodation need.
- Appeals must be submitted in writing to the Director of Residential Education and Living for consideration by the Housing Accommodation Committee during the final week of spring semester classes.