Special Housing Request Policy and Procedure Spring 2016
(FOR NEW STUDENTS ONLY)

Returning students to the University must fill out a different form. Please refer to the Residential Life website or contact Suzanne McNeil at 860.768.4260.

The Office of Residential Life at the University of Hartford is committed to providing housing for all students who meet the housing criteria as outlined in The Source and the housing contract. Specifically, the Office of Residential Life in conjunction with the Dean of Students Office determines how to meet the needs of students with medical, psychological, physical and learning/ADD disabilities. In order to be considered for special housing placement, the following process must be followed:

1. A student will complete this form and return it with documentation from the student’s treating clinician to the Dean of Students Office, located in GSU 307 (see end of form for mailing options). The documentation will be required from a diagnosing professional who specializes in the area of the condition or disability and is not related to the student. It should include the following:

   1. A diagnostic statement including the date of the most recent evaluation;
   2. The diagnostic criteria or tests used;
   3. The current impact of, or limitations imposed by the diagnosis;
   4. Treatments, medications, devices or services currently prescribed or used to minimize the impact of the challenge;
   5. The expected duration, stability or progression of the diagnosis;
   6. Credentials of the diagnosing professional including contact information.

While the Dean of Students Office and other involved departments understand the nature of medical confidentiality and privacy laws, they may at times have the need to share this information with other parties who need to know in order to accommodate the student. This is done in the best interest of the student and exclusively for the well-being of the student.

2. Student must print and sign page two of this document to confirm they have read and understand the policies and procedures of a special housing request. Page two must be returned along with page 3 and 4 to be considered for a special housing request. Student must also provide the documentation asked for above (#1) from their diagnosing professional.

3. The Assistant Vice President for Student Affairs will review the documentation and typically notify the student within 48 hours if any additional information/documentation is needed (including whether or not a meeting is necessary prior to the housing placement).

4. The Assistant Vice President for Student Affairs will review the request with the Assistant Director of Residential Life for Assignments and Billing who will then assign students according to those recommendations.

Students will be notified by email (at their hartford.edu address) when housing assignments are sent to first year students.
Please note:

A. This form does not supersede Office of Residential Life policies nor guarantee a student housing.

B. Students must have completed a Housing Application to be eligible for a special housing assignment. The application is available on the student’s self-service portal.

C. Requests for special housing placement must be submitted each academic year.

D. The Office of Residential Life will make placements according to documented needs. Areas of placement may include: Hawk Hall, A-F Complexes (for first year students); Regents Park, Park River, or the Village (for sophomore students and above). Some transfer students may be placed in E/F Complexes as well.

Questions can be addressed to Suzanne Anderson McNeil, Assistant Vice President for Student Affairs at smcneil@hartford.edu or at 860-768-4260.

I have read the following policy and procedures for current students and agree to the terms stated above.

[______________________________]  [__________________________]
Print Student Name  Date

[______________________________]  [__________________________]
Student Signature  Date

For Office Use Only:

Date Received DOS Office _____________________
Student Contacted (Date and by whom) ________________________________
Follow up needed? ________________________________
Special Housing Request Form for NEW Students – Spring 2016

**Retuning students to the University must fill out a different form. Please refer to the Residential Life website or contact Suzanne McNeil at 860.768.4260.

Please note: prior to filling out this form, please read the Special Housing Request Policy and Procedure for current students and SIGN page two. You will need to return page 2 with this form for consideration of a special housing assignment. Your housing assignment will be based upon the information received from the diagnosing professional who specializes in the area of the condition or disability you have indicated.

DIAGNOSING PROFESSIONAL INFORMATION
Documentation will be required (and submitted with this form) from a diagnosing professional who specializes in the area of the condition or disability and is not related to the student. It should include the following:

1. A diagnostic statement including the date of the most recent evaluation;
2. The diagnostic criteria or tests used;
3. The current impact of, or limitations imposed by the diagnosis;
4. Treatments, medications, devices or services currently prescribed or used to minimize the impact of the challenge;
5. The expected duration, stability or progression of the diagnosis;
6. Credentials of the diagnosing professional including contact information.

STUDENT INFORMATION

1. ____________________________
   Print Student Name

2. ____________________________
   Print Student ID (8 digits)

3. ____________________________
   U of H Email Address

4. ____________________________
   Current Class Year (first year or transfer student)

5. ____________________________
   Phone number (mobile preferred)

6. Requests regarding housing needs. Please check all that apply and include a rationale to be considered when we are assigning you to a space on campus. (Include specific rationale for each accommodation): SEE BELOW FOR OPTIONS.

   [ ] Air conditioning: rationale

   [ ] Single Room: rationale

   [ ] Carpet/No Carpet: rationale

   [ ] Elevator/Ramp: rationale

   [ ] Other
HOUSING PREFERENCES: (are not guaranteed to be fulfilled)

Area/Building (list top three preferences)      Floor (not required/as available)

1. __________________________  [__________________________]
2. __________________________  [__________________________]
3. __________________________  [__________________________]

ROOMMATE REQUESTS

7. Roommate requests are optional. Students who are granted a special housing placement may select one student to live in their room and/or suite. The roommate noted on this form is NOT guaranteed any special accommodations. Additionally, if your needs change during the academic year, the Office of Residential Life may not be able to accommodate your roommate. While the Office of Residential Life will strive to meet these requests, roommate requests are not guaranteed. Your roommate request must also send an email to smcneil@ hartford.edu indicating their desire to live with you. The request must come from both parties.

[__________________________]      ID#: [ ___ ___ ___ ___ ___ ___ ]
Roommate Preference

[__________________________]      [__________________________]
Roommate Mobile Phone      Hartford email address

If you have any questions, please call or email:

Suzanne McNeil, Assistant Vice President, Student Affairs
Call 860.768.4260 or Email: smcneil@hartford.edu

Mailing Address:

Suzanne McNeil, Assistant VP, Student Affairs
Dean of Students Office GSU 307
200 Bloomfield Avenue
West Hartford, CT 06117

Fax: 860.768.4554
Email: smcneil@hartford.edu