

Special Housing Requests Policy and Procedure **Freshmen and Transfer Students**

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 Learning Plus and the Office of the Assistant Vice President for Student Health and Wellness 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 a Special Housing Request Form (available on – line at <http://uhaweb.hartford.edu/reslife/forms/formsindex.htm>) and return it with the documentation from the student’s treating clinician* to the Office of Residential Life.
2. The Assistant Director of Residence Life for Assignments and Billing will review the form and documentation and typically notify the student by email within two weeks if any additional information/documentation is needed.
3. During the summer, the Assistant Director of Residence Life for Assignments and Billing will convene the Review Team to review all requests on a case-by-case basis.
4. In July, students will be notified if the request can be met or if it will need to be modified.

* 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 office of Residential Life and other involved departments understand the nature of medical confidentiality and privacy laws, they may at times feel the need to divulge this information to other parties who need to know. This is only done in the best interest of the student and exclusively for the well-being of the student.

Please note:

- A.** This policy does not supersede Office of Residential Life policies nor guarantees a student housing.
- B.** Requests for special housing placement must be submitted each academic year.
- C.** The Office of Residential Life will make placements according to documented needs. Areas of placement may include: E/F Complex, Regents Park, Park River, or the Village Apartments.
- D.** If the student believes that he/she was not reasonably accommodated, he/she must notify the Office of Residential Life, in writing, by August 1, 2009.

Questions can be addressed to Jennifer K. Lovelace, Assistant Director of Residential Life for Assignments and Billing at jlovelace@hartford.edu or (860) 768-7792.