The learning environment and residential living are central to the Dutchess Community College experience. It should be noted that living within the community and learning to share space and be considerate of others is part of that learning experience. Requests for single rooms (as an accommodation) based solely on a desire to have a "quiet, undisturbed place to study" will be granted only in unusual circumstances. By virtue of the shared facilities, resources, and number of people living under one roof, it is not logical to assume that having a private room would provide for such quiet, distraction-free space to any appreciable degree beyond living in a standard double room. Students who make requests for single rooms solely for these reasons should contact Residence Life to discuss procedures for requesting a single room assignment but will be held responsible for paying the differential between single/double room fees. We evaluate requests for exceptions carefully. To aid this process, requests (submitted yearly) should include:

1) Documentation, as appropriate, of the condition or need that is the basis of the request;
2) A clear description of the desired housing configuration;
3) An explanation of how the request relates to the impact of the condition;
4) An indication of the level of need for the recommended configuration (and the consequences of not receiving);
5) Possible alternatives if the recommended configuration is not possible.

To evaluate requests based on medical, psychological or disability-related conditions accurately and equitably, Dutchess Community College will need sufficient information to understand how the requested housing assignment relates to the current impact of the condition. For those with medically-related conditions, such documentation generally consists of an evaluation by an appropriate professional providing treatment for the condition.

Documentation supporting a request will be reviewed by the Coordinator of Accommodative Services, and all documentation will be held by this office. All Information is considered confidential.
I am making the following housing accommodation request:

_______________________________________________________

_______________________________________________________

_______________________________________________________

I am requesting this accommodation for the (semester/year): _________

I have reviewed this application and I wish to make a request for Housing Accommodations and/or Special Dining Request. I am providing the appropriate documentation/information, based on the provided in this document. I give consent, based on the specific request, to Dutchess Community College’s Office of Accommodative services to review these materials if warranted, with the DCC ADA Compliance Officer, Health Services, Counseling Services and Office of Housing and Residence Life regarding this request.

_________________________________________    ____________
Student Signature      Date:

Please submit this form and supporting documentation to:
Coordinator of Accommodative Services
Dutchess Community College
2/3
53 Pendell Road
Poughkeepsie, NY 12601
Or submit via secure fax: 1-888-965-6996
Page 2/3
FYI - EVALUATION OF HOUSING REQUESTS

Housing assignments and the residential learning environment are integral parts of Dutchess Community College programs. We evaluate all requests for need-based (disability-related) housing assignments carefully. Below is a summary of the factors we consider when evaluating housing requests. The answers to any/all of these questions may be important in our decision-making. Our goal is to provide access for all students to a safe and supportive living environment as participants in our established residence life program.

SEVERITY OF THE CONDITION
1. Is impact of the condition life threatening if the request is not met?
2. Is there a negative health impact that may be permanent if the request is not met?
3. Is the request an integral component of a treatment plan for the condition in question?
4. Does the request center on room adaptations necessary for safe and independent occupancy in the residence hall?
5. What is the likely impact on academic performance if the request is not met?
6. What is the likely impact on social development if the request is not met?
7. What is the likely impact on the student's level of comfort if the request is not met?

TIMING OF THE REQUEST
1. Was the request made with initial housing request?
2. Was the request made before the deadline for housing requests for the semester in question?
3. Was the request made as soon as possible after identifying the need. (Based on date of diagnosis, receipt of housing assignment, change in status, etc.)

FEASIBILITY & AVAILABILITY
1. Is space available that meets the student’s needs?
2. Can space be adapted to provide the requested configuration without creating a safety hazard (electrical load, emergency egress, etc.)?
3. Are there other effective methods or housing configurations that would achieve similar benefits as the requested configuration?
4. How does meeting this request impact housing commitments to other students?