

**HOUSING REQUESTS BASED ON  
MEDICAL, PSYCHOLOGICAL, OR DISABILITY-RELATED NEEDS**

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. By virtue of shared facilities, shared resources, and the number of people living under one roof, it is not logical to assume that residence halls provide quiet, distraction-free space to any appreciable degree beyond living in a standard double room.

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, documentation generally consists of an evaluation by an appropriate professional providing treatment for the condition.

DCC will accept and consider requests for reasonable accommodations in on-campus housing at any time, however, *confirmation of acceptance into housing* is recommended prior to making a request. The first step is therefore to *apply for housing*. Following acceptance, the individual making the request for accommodation should complete the Housing Accommodation request form, obtain supporting documentation, and submit to Accommodative Services at least 60 days prior to anticipated need. **If the request for accommodation is made fewer than 60 days before the individual intends to move into housing, DCC cannot guarantee that it will be able to meet their accommodation needs during the first semester or first term of occupancy.**

Students may wish to use the Disability Verification Form (completed by a qualified, treating professional) to support their request.

To aid this process, housing accommodation requests (submitted yearly) should include:

- 1) Documentation, as appropriate, of the condition or need that forms 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.

Documentation supporting the request will be reviewed by the Director of Accommodative Services. All documentation will be held by the Office of Accommodative Services (OAS) and all information is considered confidential.

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

I am making the following housing accommodation request(s) (*list and explain*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ for the (semester/year) \_\_\_\_\_.

## FYI - EVALUATION OF HOUSING REQUESTS

Housing assignments and the residential learning environment are integral parts of the Dutchess Community College residence life program. 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 equal access to a safe and supportive living and learning environment.

### 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 safety or comfort if the request is not met?

### TIMING OF THE REQUEST

1. Was the request made with the 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 benefits similar to the requested configuration?
4. How does meeting this request impact housing commitments made to other students?

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

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit this form **and** supporting documentation to:

Director of Accommodative Services  
Dutchess Community College  
Orcutt Student Services Building, Room 103  
53 Pendell Road  
Poughkeepsie, NY 12601  
Or submit via secure fax: 1-888-965-6996