



# CONNECTICUT COLLEGE

## Request for Housing Accommodation (2016-2017)

This form must be submitted to the Office of Student Accessibility Services either in person (2nd floor, Shain Library, Room 236), by fax to (860) 439-2003 or by mail to: Connecticut College, Office of Student Accessibility Services, Campus Box 5264, 270 Mohegan Avenue, New London, CT 06320.

To complete their registration, students who are requesting a housing accommodation for disability reasons must also submit an Accessibility Needs Assessment Questionnaire, with appropriate documentation, to the Office of Student Accessibility Services. The Accessibility Needs Assessment Questionnaire can be found at:

<http://www.conncoll.edu/media/website-media/campuslife/Accessibility-Needs-Assessment-Form.pdf>

Incomplete requests or documentation completed by someone other than a professional deemed appropriate under the General Guidelines listed on the reverse side of the Accessibility Needs Assessment Questionnaire, will be deferred until the appropriate documentation is provided by the student.

If this is a first time request or change from a previous request for a housing accommodation, an appointment should be made with the Director of Student Accessibility Services to discuss your request. Students should contact the Office at (860) 439-5240 to make an appointment. If you are not able to make a meeting in person, please call the office to set up a phone appointment.

Students can request consideration for a housing accommodation at any time during the academic year; however, the availability of housing options to meet accommodations is the highest prior to the lottery for the upcoming academic year.

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_ Class Year/Status: \_\_\_\_\_

Current House & Room: \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

1. State your physical, mental or learning disability/impairment::

\_\_\_\_\_

Duration of disability/impairment: \_\_\_\_\_

2. Describe the housing modification you are requesting and how it relates to your disability. If you are requesting more than one housing accommodation please prioritize your housing needs according to the severity of your condition.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. In your own words, describe how your condition affects your academics and the impact it has on your "college experience":

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Important:** Requests must be submitted every year for housing accommodations to the Office Student Accessibility Services. Housing accommodations are valid only for the school year in which they are granted. Please note that the supporting documentation does not need to be submitted every year as long as the documentation on file is current.

- ✓ All students are responsible for reading the Housing Lottery booklet published by the Office of Residential Education and Living and adhering to all information presented in the document, including dates and times. Students who have been granted accommodations in previous years must submit a new request for the coming year.
- ✓ An approved request will guarantee that an accommodation will be made if space is available. The location or specific house cannot be guaranteed, unless specifically related to the condition. Students granted an accommodation which requires pre-assignment in a specific non-specialty house will be allowed to bring in one friend to live near them; this applies only at pre-lottery time and not at other times during the academic year.
- ✓ Please note, **having a friend live near you is not considered a housing accommodation**, however it is available via the group housing process to all students through the housing lottery process.
- ✓ Students who are approved for accommodations have **equal access to specialty and group housing application processes that are available to all students**. If you are requesting any of these housing options, **it is your responsibility to complete and submit the necessary application materials to the Office of Residential Education and Living by the stated deadlines in the Housing Lottery booklet**.
- ✓ **There are very few student rooms that have private bathrooms**, because of the scarcity of these rooms it is very rare that these particular accommodations can be provided for students. If you are requesting a house room with a private bathroom please supply documentation supporting this accommodation and evidence that you are in active treatment for your disability/impairment. **Because there are so few of these types of locations available, the College will make these determinations in the summer allowing for consideration of current students, as well as, first year students and students returning from leave.**
- ✓ **Specifics of housing accommodations will need to be arranged through the staff of Residential Education and Living**. Actual housing accommodations are made by carefully examining the student's need and the availability of space. Certain kinds of spaces such as single room, and those with in-room bathrooms are limited and may not be available in a given semester. As the student needs shift from year-to-year no student is guaranteed a particular space throughout their college career.
- ✓ If you feel that the housing determination is not adequate for the needs of your disability you have the ability to appeal the decision. Please supply additional/more current documentation or include additional factors that were not considered in the original decision to the Office of Student Accessibility Services.

**Timeline:**

- **During the typical lottery process (Spring '16 apply for upcoming academic year 2016-2017):**
  - Request for Housing Accommodation form and any supporting documentation is due to the Office of Student Accessibility Services no later than **5 PM on Friday, February 12, 2016**.
  - A response to each request will be communicated by **5 PM on Monday, March 7, 2016**.
  - Specific housing assignments will only be made for those students who qualify, otherwise a room type will be designated and you will need to go through the general housing lottery process.
- **After the lottery, or outside the above timeline:**
  - Applications are accepted on a rolling basis and reviewed once a week if all necessary documentation has been received.
  - A response to each request will be communicated within two weeks of the review.
  - Given the timing of the application, please understand availability of space will be a greater issue in this timeframe.