Housing Requests

The SDAC requires two forms in order to evaluate requests for housing accommodations. The first form is the **Student Request for Housing Accommodation Form**. This form should be completed by the **student**. This form should include:

1. A description of the condition or need that is the basis of the request;
2. A clear description of the requested housing configuration;
3. An explanation of how the housing request relates to the impact of the condition;
4. An indication of the level of need for the recommended configuration;

The second required form is the **verification of medical, psychological, or disability-related condition**. This form should be completed by a physician, allergist, ophthalmologist, audiologist, psychologist, therapist or an appropriate licensed clinician. As appropriate to the condition, **documentation should include**:

1. A diagnostic statement including the date of the most recent evaluation;
2. The current impact of (or limitations imposed by) the condition;
3. Treatments, medications, devices or services currently prescribed or used to minimize the impact of the condition;
4. The expected duration, stability or progression of the condition and
5. The credentials of the diagnosing professional.

In addition to the basic documentation for a condition listed above, recommendations from the treating professional are welcome and will be given consideration in evaluating a request. Recommendations should:

1. Provide clear description of the recommended housing configuration;
2. Connect the recommended configuration to the impact of the condition;
3. Possible alternatives to the recommended configuration; and
4. A statement of the level of need for (or the consequences of not receiving) the recommended configuration.

Documentation supporting a request or questions concerning the process should be sent to the SDAC Assistant Director. All information is considered confidential.

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

Housing assignments and the residential learning environment are integral parts of University of Virginia’s programs, particularly our First Year Program. We evaluate all requests for need-based housing assignments carefully. Below is a summary of the factors considered when evaluating housing requests.

**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. What is the likely impact on academic performance if the request is not met?
5. What is the likely impact on social development if the request is not met?
6. 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. Is the student in special interest housing? If so, can the requested configuration be met within that area?
3. Can space be adapted to provide the requested configuration without creating a safety hazard (electrical load, emergency egress, etc.)?
4. Are there other effective methods or housing configurations that would achieve similar benefits as the requested configuration?
5. How does meeting this request impact housing commitments to other students?

Adapted from Procedures for Dealing with Housing Requests by Scott Lissner (Longwood College) as published at http://www.janejarrow.com/public_library/samplepolicy/housingreq.html