



## COLLEGE OF MOUNT SAINT VINCENT

### OFFICE OF HOUSING AND RESIDENCE LIFE

#### REQUEST FOR MEDICAL SINGLE OR SPECIAL HOUSING ACCOMMODATION

#### **POLICY**

Students seeking a medical single or a special housing accommodation(s) must provide appropriate medical documentation supporting the request. Decisions are made by the appropriate College office(s) (Health Center, Counseling Center, Academic Resource Center) in consultation with the Office of Residential Life and Housing as necessary. The documentation must meet the following criteria:

- Documentation must be from a qualified licensed professional such as a physician, psychiatrist, psychologist, etc.
- Must include date(s) of diagnosis or assessment, treatment plan information, patient response, prognosis, and a specific description of why a medical single or a special housing accommodation(s) is necessary for the student's physical or mental health.
- Documentation must be received on original letterhead with the original signature of the treating physician or mental health service provider.
- Documentation from a blood relative will not be accepted.

It is the College's expectation that during the term of the housing agreement, the student will adhere to the treatment plan assisting in their need. A medical single or special housing accommodation(s) will not be automatically granted from one academic year to the next. A student will need to supply ongoing supporting documentation stating the student's progress, ongoing diagnosis and documenting the continued need for a medical single or special housing accommodation(s).

Decisions are made based on the most recent supporting documentation based on the specific recommendations of the appropriate professionals. For new students to College of Mount Saint Vincent, the deadline for submission of documentation and requests for a medical single or special housing accommodation(s) is July 1. For returning students, deadlines for submission of documentation and requests for a medical single or special housing accommodation(s) are set by semester as follows:

- Fall Semester 2010: April 5, 2010 for full consideration. Requests received after this date will be considered but accommodations will be granted when space is available to meet the needs of the student.
- Spring Semester 2011: November 13, 2010 for full consideration. Requests received after this date will be considered but accommodations will be granted when space is available to meet the needs of the student.
- Fall Semester 2011: July 1 for full consideration. Requests received after this date will be considered but accommodations will be granted when space is available to meet the needs of the student.

Documentation should be marked confidential and addressed to:

Office of Residence Life and Housing

**CONFIDENTIAL**

Attention: Director of Residence Life and Housing

College of Mount Saint Vincent

6301 Riverdale Avenue

Riverdale, New York 10471

FAX to 718.405.3755

### **PROCEDURE**

A student seeking a medical single or special housing accommodation(s) for a medical or mental health reason should use the following procedure:

1. Obtain and complete the Medical Single or Special Housing Accommodation(s) Request Form. This form can be obtained at the Office of Residence Life and Housing in the Administration Building, Room 112. Students may contact the Office of Residence Life and Housing if they require assistance in completing the form.
2. The completed request should be returned to the Office of Residence Life and Housing. The completed form can be mailed or faxed. The fax is available 24 hours a day.
3. A student needs to obtain specific supporting documentation from his/her own treating medical or mental health service provider. We do not accept documentation from physician parents, and we do not accept a simple statement that a specific request is medically necessary. We require specific and detailed functional information to assess each request.
4. The supporting documentation should be sent directly to the Director of Residence Life and Housing, along with a copy of the Request for Medical Single and/or Special Housing Accommodation(s) Form that the student has filled out. (See address above)

5. Depending on the case and the documentation presented, an evaluation of the documentation by the appropriate College offices (Health Center, Counseling Center, Academic Resource Center) may be necessary. A simple request from a private physician may be insufficient to authorize accommodations.

Upon receipt of this information the following will occur:

1. The Director of Residence Life and Housing will review and forward the application and documentation to the appropriate College office(s). Depending on the situation, this might be the Academic Resource Center for review and evaluation by the College's Disability Coordinator, the Health Center for review and evaluation by the Director and/or to the Counseling Center for review and evaluation by the Director.
2. The student may be contacted and asked to meet with the evaluating office(s) on campus. If an on-campus visit is not feasible, a discussion via telephone can be arranged.
3. The evaluating office(s) will make an assessment of the required accommodation. In arriving at a decision, the office(s) may consult with the student's medical or mental health service provider.
4. A medical single or special housing accommodation(s) will be granted only when it is deemed **that the student has a bona fide disability or medical condition that requires a medical single or special housing accommodation(s), and that the accommodation(s) is necessary and reasonable.**
5. The evaluating College office(s) will make a recommendation to Office of Residence Life and Housing to grant or deny the request.
6. If the recommendation is to grant the request the Office of Residence Life and Housing will make the specific room assignment. This assignment is based not only on the recommendation, but also upon the availability of space in the residence halls.

7. The Office of Residence Life and Housing Office will notify the student in writing via email or by telephone regarding the College's response to the medical single or special housing accommodation request.