



VCU

Student Accessibility and
Educational Opportunity
Student Affairs

HOUSING ACCOMMODATION REQUEST FORM

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Overview

Living on campus can be a new and exciting experience for college students. Residential learning environments are important parts of VCU's programs, especially for first-year and new students. VCU is committed to providing meaningful residential experiences for all students. In an effort to effectively respond to student requests for housing modifications or accommodations, the Virginia Commonwealth University has created the Housing Request Committee. This committee is made up of a group of VCU professionals representing Student Accessibility and Educational Opportunity, Residential Life and Housing, University Counseling Services and the University Student Health Services.

Students interested in housing accommodations based on a medical, psychological, physical, or disability-related impairment may submit their request to The Office of Student Accessibility and Educational Opportunity (SAEO). To aid in this process, a request must :

1. Complete the standard housing application process through Residential Life and Housing.
2. Submit a completed version of the Housing Accommodation Request Form to the SAEO office. (**Please Note:** This form does not take the place of the VCU Residential Life & Housing Applications.)
3. Submit documentation of the impairment/disability that supports the request. Documentation should be current and comprehensive in light of the request and consist of an evaluation by an appropriate professional that describes the current functional impact of the condition or disability as it relates to the housing modification or accommodation requested (see below for further details).

The Housing Accommodation Request Committee will review requests throughout the year. It is important to note that the housing assignments for accommodations are based on availability. If a student is approved for a housing accommodation but an appropriate placement is not available at that time, the student will be notified of the approved accommodation and relevant information about availability. In order to increase your chances of receiving an appropriate assignment based on availability, please submit the Housing Accommodation Request Form and documentation by the following dates:

- **May 1st** for first year and new transfer students.
- **January 31st** for continuing/returning students.

Documentation Guidelines:

All documentation should be on professional letterhead, typed, dated, signed, and otherwise legible and must include the following:

1. Medical or clinical diagnosis of the disability/impairment by a licensed professional in the appropriate area of specialization. Please include the most recent evaluation.
2. The diagnostic criteria or name of the assessment instruments used to determine the diagnosis.
3. Detailed description of the impairment/disability on the student's housing needs.
4. The expected duration or progression of the disability/impairment (mild/moderate/severe).
5. The credentials of the diagnosing professional.

In addition to the basic documentation for a disability/impairment listed above, recommendations for accommodations from the treating professional are welcome and will be given consideration in evaluating a request. Such recommendation should:

1. Provide a clear description of the recommended housing needs.
2. Justify the recommendation as it relates to the disability/impairment.
3. Describe possible alternatives to the recommended configuration.
4. Provide a statement of the level of need for (or the consequences of not receiving) the recommended configuration.

A special note about documentation for emotional support animals

VCU recognizes the tremendous benefit emotional support animals (ESA) can provide. In accordance with federal and state law, when approved as a housing accommodation, ESAs may be permitted to reside in the residence halls. Students must follow the same request process as they would for any other housing accommodation.

There is a great deal of misinformation available about what constitutes legitimate documentation of the disability-based need for an ESA. There are also agencies online which claim to provide official certifications, yet they have no legal authority and are not accredited agencies. Please contact Student Accessibility and Educational Opportunity for information to assess the legitimacy of any documentation source that is not a fully licensed medical or mental health provider with whom you have an established treatment relationship.

Please provide additional alternatives if the requested accommodation is unavailable.

Are you requesting additional accommodations besides housing (academic, dining, other)? If yes, please visit the SAEO website (www.saeo.vcu.edu) to complete the Student Intake Form or contact the SAEO office to discuss.

Student Signature: _____

Date: _____