

Medical Housing Process

Students with special housing needs should contact the Residence Life Office as soon as possible after admission so that proper arrangements can be made. Certain areas of the residence halls are designed or have been modified to accommodate students' needs, to include bathrooms, entrances, elevators, bedrooms, etc. Students should also follow this process who want to request an exemption from the College's residency requirement or release from the Housing License.

SUNY Potsdam is committed to upholding and maintaining all aspects of the American's With Disabilities Act (ADA) approved in 1990 and section 504 of the Rehabilitation Act of 1973. As such, a limited number of built single rooms are available for students who require such housing because of their disability, medical, and/or psychological condition. Assignment to what is referred to as a "medical single" is made after a review of documentation submitted on the required form. In some instances, consultation with Student Health Services, College Counseling Center, or Accommodative Services Office may be necessary. Students who require their own room must submit their request and proper documentation from an appropriately licensed specialist who is authorized to make such recommendations to the Residence Life Office.

The cost for housing in any built single room because of medical necessity is the same as the double room rate.

SUNY Potsdam does not provide housing for attendants or aides. In the instance when submitted documentation dictates an attendant or aide and the College has space available, housing may be offered at the student's expense if space is available.

PROCESS

Students who want to be considered for a medical single or release/exemption from housing, must submit their request in writing to the Residence Life Office. This request must be accompanied by the Medical Housing Form that is completed and signed by his/her health care provider and a request for campus housing via BearPaws. Once the request and supporting documentation are received, it will be reviewed by the Director of Residence Life. In order to properly evaluate medical, psychological, or disability requests for medical singles, consultation with Student Health Services, College Counseling Center, and/or or Accommodative Services Office may be necessary.

Requests will be reviewed as they are received and as occupancy/ space is available. Students must reapply with updated/new documentation every academic year. Completed applications are due by May 1 for the fall semester and December 1 for the spring semester.



OFFICE OF RESIDENCE LIFE

SUNY POTSDAM

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(315) 267-2350 Office, (315) 267-2351 Fax, reslife@potsteam.edu

MEDICAL HOUSING FORM

Documentation of a Medical, Physical and/or Psychological Condition

The student named below has applied for a medical single within our on campus housing program OR requested to be released/exempt from on campus housing. In order for us to establish whether this student qualifies for a medical single or exemption/release, we will need your assessment and diagnosis of the student. A disability is defined as a physical or mental impairment that limits one or more major life activities such as those delineated below. You can fax or mail the form to us at the address listed on this form. If you prefer, you can answer these questions in a signed and dated letter on your professional letterhead.

All documentation received will be kept confidential, except in cases where we need to consult with other offices on our campus (i.e. Accommodative Services, Counseling Center, Student Health Services) or as required by law. This information is released/discussed on a need-to-know basis and is subject to FERPA. No information concerning inquiries about accommodations or the documentation will be released/discussed without written consent from the individual requesting the medical single.

Student's Name: _____

Date: _____

1. When was the student diagnosed and what is/are the diagnoses?

2. Is the student currently under your care and when did you last see him/her??

3. Major Life Activities Assessment: Please indicate which of these major life activities listed below are affected thus making a single room a necessity or that would be exacerbated by on campus living. Please indicate level of limitation.

Life Activity	Negligible	Moderate	Substantial	Don't know
Talking				
Hearing				
Breathing				
Standing				
Working				
Reaching				
Lifting				
Sitting				
Walking				
Seeing				
Writing				
Performing Manual Tasks				
Caring for oneself				
Sleeping				
Learning				

Reading				
Thinking				
Concentrating				
Memorizing				
Interacting with Others				
Other:				

4. Based on the functional limitations you identified above, why does this student require a single room or need to live off campus?

5. What medications, if any, is the student prescribed/taking? Is the student experiencing any side-effects relevant to this request for a single/exemption or release?

6. How would a single room/off campus living enhance your treatment protocol for the student?

7. Are the functional limitations permanent? If not, what is the expected timeline for resolution?

8. Is there any additional equipment or space needs requires as related to the student's impairment?

Appropriate Professional:

Signature of Appropriate Professional	Date
Printed Name and Title	Certification or License #
Address	Telephone #
City, State, Zip Code	Fax #