

HOUSING REQUEST FORM

The Office of Residential Services at WPI forwards all medical, psychological, or disability related requests to the Student Disability Services Coordinator where the information is kept confidential. We seek to ensure consistency in evaluating requests while at the same time carefully exploring each individual situation. To aid this process, requests should include:

1. Documentation of the condition or need that is the basis of the request;
2. A clear description of the desired housing accommodation;
3. An explanation of how the request relates to the impact of the condition;
4. Possible alternatives if the recommended accommodation is not possible.

To evaluate requests based on medical, psychological, or disability related conditions accurately and equitably, Student Disability Services will need documentation.

Documentation consists of an evaluation by an appropriate professional that relates the current impact of the condition to the request. Documentation should be typed on official letterhead.

As appropriate to the condition, documentation should include:

1. The current impact of (or limitations imposed by) the conditions;
2. Treatments, medications, devices or services currently prescribed or used to minimize the impact of the condition;
3. The expected duration, stability, or progression of the condition;
4. 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 accommodations;
2. Connect the recommended accommodation to the impact of the condition (clearly stated diagnosis);
3. Possible alternatives to the recommended accommodation;
4. A statement of the level of need for (or the consequences of not receiving) the recommended accommodation.

Documentation must be updated annually from the appropriate licensed professional.

Students requesting housing accommodations through Student Disability Services must do so in addition to following all regular housing procedures.

Students wanting to break their housing contract due to a medical, psychological, or disability need to provide the following:

1. Documentation and supporting materials (as mentioned above).
2. A written statement from a physician, psychologist, or psychiatrist on appropriate letterhead stating the severity of the condition and how it is directly related to living in a campus residence hall.
3. The statement must also include reasoning why moving the student to a different location on campus is not feasible and the only accommodation is to move off campus.