

Special Housing Requests at Rutgers

Residence Life, in conjunction with Rutgers, The State University of New Jersey, is committed to providing an equal educational opportunity and to supporting the full participation of all students in our campus community. We value the ideals of diversity in our campus communities and promote the inclusion and accommodation of the various needs of our students as they come to stay with us on campus. We do not discriminate on the basis of race, ethnicity, gender, sexual orientation, physical or mental ability, religion, age, or social class in any University programs or activities. We prohibit harassment of our community members.

Within the residential setting, Residence Life attempts to meet the wide range of student needs, which may include, but are not limited to those related to physical ability, gender identity or expression, medical conditions, campus placement, etc. Accommodations that may be approved for students include wheelchair accessible rooms, reduced access bathrooms, gender neutral bathrooms, air-cooling, and single rooms.

In order to provide support to students who need special accommodations, students must inform Residence Life of the nature of their request. Staff will not ask for more information than is needed to adequately review a request and all disclosed information will be kept as confidential as possible. Recognizing that students are not all alike, and have different needs and desires, Residence Life addresses each request on an individual case-by-case basis.

Priority will be given to students who notify Residence Life of their request in a timely manner, particularly by June 1st of the year prior to the academic year for which the accommodation is being requested. Continuing students who find themselves in need of a special housing assignment should submit the request as soon as they are aware of their need for an accommodation. Priority will be given to those received before the Housing Lottery beginning approximately on January 1st of each year. In addition, students must ensure that they have completed their Housing Application simultaneously, as well as met any payment deadlines.

If you would like to submit a Special Housing Request, you must submit a Special Housing Request Form as specified below. Your application will be reviewed, and if approved, we will determine an appropriate assignment based on availability in housing. Applicants with questions or concerns about living on campus on the New Brunswick should contact Joan D'Orvilliers at 732-932-4371.

Special Housing Request Forms should be submitted via fax or mail:

Fax:
c/o Jennifer Frost
Fax: 732-932-4377

Mail:
Residence Life, ASB III
c/o Jennifer Frost
3 Rutgers Plaza
Cook Campus
New Brunswick, NJ 08901

SPECIAL HOUSING REQUEST

Last Name: _____
First Name: _____
RUID: _____

Email Address: _____@eden.rutgers.edu
Alternate Email Address: _____
Home Phone: _____
Cell Phone: _____

Semester Requesting Housing: (Year and Semester, e.g. Fall '10):

Immediately (students currently living in housing)
 Fall '____' Spring '____'
 Summer '____'

Classification:

Incoming First Year Continuing Student
 Incoming Transfer Graduate Student

Campus Preference (Please rank. Preference will be taken into consideration based on availability):

Busch College Avenue
 Cook/Douglass Livingston

College/Affiliation/Special Programs

(check all you are currently affiliated with)

Business
 Douglass Residential College
 Engineering
 Mason Gross
 Pharmacy
 School of Arts and Sciences
 School of Environmental and Biological Sciences
 Special Interest/Living Learning (specify) _____
 Other _____

1. I am requesting (check all that apply – add additional pages for documentation if necessary):

Wheelchair Accessible Room/Building Reduced Access to a Bathroom
 Air Cooling Gender Neutral Bathroom
 No Carpeting Other (Please specify: _____)
 Single

2. Describe the reason for your request (relevant personal issue or diagnosis): _____

3. Explain how the housing you are requesting will impact your current situation. _____

4. Do you require consideration beyond the residence hall (ie – academic accommodations, transportation, etc.)?

Yes No

Students requesting accommodations based on a medical condition should have their health care professional complete the next page of this form. Students making non-medical requests can provide a letter of support at their own discretion.

TO BE COMPLETED BY HEALTH CARE PROFESSIONAL¹

1. What is the student's relevant medical diagnosis? _____
Date of diagnosis: _____ Last office visit: _____
The condition is: ___ permanent ___ temporary (*anticipated duration* _____)
Prescribed medication(s) (*indicate dosage*): _____

2. Please describe the type, severity, and frequency of symptoms currently experienced by the student.

3. Please describe how the desired housing accommodations relate to the student's condition:

4. Please indicate how this student may be at risk during an emergency evacuation (*e.g. fire*): _____ N/A

Health Care Professional's Contact Information

Name of Provider: _____ Telephone #: _____

Please place physician's stamped contact information here

Signature: _____ Date: _____

My signature verifies that I am the treating professional and that the contents are accurate.

¹*The health care provider completing this form should not be a relative of the student.*

By my signature, I give my consent for Rutgers Residence Life or Health Services to contact my treatment provider for additional information as needed.

Student's Signature: _____ Date: _____

You can submit request forms via fax c/o Jennifer Frost at 732-932-4377 or via USPS to Residence Life, ASB III, Rm. 130 c/o Jennifer Frost, 3 Rutgers Plaza, Cook Campus, New Brunswick, NJ 08901