



## General Information for Students & Healthcare Providers

To consider an appeal for release from the housing License Agreement for medical and/or psychological reasons, the University requires a letter documenting your current medical and/or psychological condition(s) from a licensed clinical professional or healthcare provider who is thoroughly familiar with your condition(s) along with a completed *University Housing License Agreement Appeal Form* and your written statement (see next page).

Letters from medical providers and other medical documentation will be reviewed only by medical professionals on the appeals committee. To protect your privacy and in compliance with the Health Insurance Portability and Accountability Act (HIPAA), letters from healthcare providers and any additional medical documentation will be submitted to and retained by the Campus Health Services before and after their review by medical professionals on the appeals committee. These documents will NOT be reviewed or retained by Housing & Residential Life. Housing & Residential Life staff and/or the other non-medical members of the Housing Contract Appeals Committee will review only your appeal form, your typed statement, and the comments and recommendations provided by medical professionals on the committee.

## Factors to Consider

Housing & Residential Life has a number of accommodations that meet the needs and requirements of many students with medical conditions or disabilities. Please direct requests for such accommodations to the University's Disability Resources Center (DRC). Upon review of your appeal and related documentation, the appeals committee may recommend relocating you to a different room, type of room, or building as a reasonable and satisfactory accommodation of your needs instead of releasing you from the License Agreement. Housing & Residential Life will only consider release from the License Agreement if we are unable to offer accommodations recommended by the committee.

Many medical/psychological appeals relate more to the specific type of accommodation in which a student is living than to campus housing in general. In your statements/letters, you and your healthcare provider should include an explanation of why moving to different accommodations within campus housing is not a reasonable solution. Campus housing accommodations include:

- Smaller residence halls that are quieter and less distracting than larger halls.
- Rooms with attached semi-private bathrooms shared with another room.
- Rooms with private bathrooms.
- Triple, double and single occupancy rooms.

## Allergies

It has been said in southern Arizona that if you don't have allergies when you get here, you'll get them sooner or later. Southern Arizona is a semi-arid desert with a large number of allergens; some common and others unique to this part of the country. These allergens are present virtually everywhere and in both on- and off-campus buildings and housing accommodations. Therefore, allergies are not a strong reason to appeal.

## Stress, Anxiety & Depression

Stress, anxiety and depression are common among college students, especially new freshmen and those farther from home. Adjusting to the many significant changes as a college student away from home takes time. Housing & Residential Life staff and the University's Counseling and Psych Services are available to assist students as they make this

adjustment. Moving off campus could, for some, result in further isolation from available support resources and exacerbation of these conditions.

## Healthcare Provider Requirements

Please review the information on the previous page and provide your patient with a letter from you, on your office's official letterhead and in a sealed envelope, to be provided with her/his appeal for release from the University Housing License Agreement. Your letter will be reviewed by medical professionals on the Housing Contract Appeals committee. Your letter should include your name, title, answers to at least the following questions and your signature:

- 1) What is the student's medical/psychological condition/diagnosis?
- 2) How long has the student had this condition?
- 3) What is the severity of this condition?
- 4) How long is this condition likely to persist?
- 5) How long have you been providing care to this student related to this condition and when was the student last seen by you?
- 6) Please explain the medical/psychological reason for recommending that the student no longer live in campus housing and why relocation to a different type of accommodation within campus housing is not a reasonable solution for the student.
- 7) Please describe the living accommodations/environment you are recommending for your patient and the medical/psychological rationale for that recommendation.

## Student Requirements

Please type and deliver your appeal statement, with your completed *University Housing License Agreement Appeal Form* and letter from your healthcare provider, to the Housing Assignment Services Office on the second floor of the El Portal building (northwest corner of 6<sup>th</sup> St. and Highland Ave.). The letter from your healthcare provider should be in a separate, sealed envelope. Your statement should answer the following questions:

- 1) When do you wish to move out of campus housing (or when did you do so)?
- 2) What is the problem and why is this problem significant?
- 3) How was this problem uncontrollable by you or your parents?
- 4) Why was this problem unforeseeable by you or your parents?
- 5) Before submitting this appeal, what have you done to try to resolve this problem?
- 6) Have you discussed this problem with your Community Director? If so, when and what was the outcome of that discussion?
- 7) How is living in campus housing causing or contributing to your condition?
- 8) If you are released from your License Agreement, where do you intend to live?
- 9) What is different about your new living environment that will not cause or contribute to your condition as living in campus housing does?