

## Medical Documentation for Special Housing or Dining Requests

Students with disabilities at Wake Forest University that require special housing or dining accommodations must submit appropriate documentation of the condition to the Director of the Student Health Service. The student's physician or therapist should provide justification of the requested accommodations if this is not evident from the provided documentation.

Decisions regarding accommodations for these requests can be reached only after appropriate documentation of the disability and supporting data have been received.

Evaluating requests take time. Please allow 3-4 weeks upon receipt of all documentation for evaluation and assessment by the Director of the Student Health Service. Consequently, students requesting accommodations should provide this documentation as soon as possible because of the time required to respond to individual requests. *Requests for special housing accommodations within 2 weeks prior to a housing selection period may not be considered due to time constraints.* Requests for accommodations are reviewed on a case-by-case basis and receipt of the necessary documentation does not guarantee that the accommodations will be granted.

Guidelines for written documentation of a student's disability or psychiatric condition are listed below.

1. Written statement from a licensed physician or licensed therapist describing the disability (diagnosis, treatment plan, limitations caused by the condition, possible medical complications, and prognosis for improvement).
2. Associated lab, X-ray, and test data, if appropriate.
3. Recommendation by the physician or therapist concerning specific housing or dining requirements that may be needed because of this documented condition.
4. Justification by the physician or therapist of recommended housing or dining requirement if not evident from #1 and #2.

Documentation of the medical condition should be forwarded to:

Cecil D. Price, M.D.  
Director, Student Health Service  
Wake Forest University  
P.O. Box 7386, Reynolda Station  
Winston-Salem, NC 27109

### NOTE:

1. ADHD and learning disabilities do not merit special housing or dining considerations.
2. All residence halls at Wake Forest University are air-conditioned, are non-smoking, and use environmentally friendly *green* cleaning supplies. Allergic rhinitis does not usually merit special housing considerations (such as a single room).
3. RL&H conducts periodic air quality tests within the residence halls and additional tests are available upon request. Additionally, all individual room system filters are changed twice annually by the Facilities and Campus Services staff.
4. Special housing or dining considerations based on a newly developed psychiatric or psychological condition usually require the development of a therapeutic relationship with a professional staff member at the University Counseling Center and/or documentation from an off-campus therapist.
5. Students with disabilities requesting housing and/or dining accommodations should proceed as normal with registration for each process until a decision regarding eligibility has been reached.
6. Requests to be released from the on campus housing contract must be submitted in writing to [housing@wfu.edu](mailto:housing@wfu.edu)