

Informational Packet for Requesting Reasonable Housing Accommodations

In accordance with applicable federal, state, and local disability laws, NYU will make every effort to provide reasonable housing accommodations for students who have a qualifying physical or psychological disability.¹ Reasonable Housing Accommodations are provided for students living at NYU's New York City campuses and for students studying away at NYU sites. Applications are reviewed by a Reasonable Housing Accommodation Committee, which is facilitated by the Moses Center for Students with Disabilities. **All accommodations are determined on a case-by-case basis according to documented need and prevailing standards for reasonable accommodations.**

When requesting a reasonable housing accommodation, applicants are expected to have already applied for NYU Housing and met the eligibility requirements and [deadlines](#) set by the Office of Residential Life and Housing Services (ORLHS) (Law students should refer to the [Law School Informational Packet](#) on the CSD website). Please also pay close attention to the deadlines for submitting reasonable housing accommodation applications listed on the last page of this packet.

Students applying for reasonable housing accommodations at NYU's Study Away sites should apply through the Moses Center for Students with Disabilities by completing the same [Request for Reasonable Housing Accommodations application](#) as students studying at NYU's New York campus. On the application, students should indicate which study away site they will be attending.

Graduate student housing is limited and not guaranteed. An approved housing accommodation does not guarantee a graduate housing assignment.

How to Apply for a Reasonable Housing Accommodation:

Step 1: Read the appropriate Informational Packet.

Step 2: Submit the Request for [Reasonable Housing Accommodations form](#).

Step 3: Complete the Authorization for Release of Information and the Certification of Disability (COD) forms. Your healthcare provider should complete the COD form, or provide other supporting documentation. All forms are available on the Moses CSD [Reasonable Housing Accommodations page](#).

Step 4: Email completed forms and any supporting documentation to csdhc@nyu.edu.

¹ According to the New York City Human Rights Law, the term "disability" means

- a) any physical, medical, mental or psychological impairment, or a history or record of such impairment
- b) The term "physical, medical, mental, or psychological impairment" means:
 - (1) An impairment of any system of the body; including, but not limited to: the neurological system; the musculoskeletal system; the special sense organs and respiratory organs, including, but not limited to, speech organs; the cardiovascular system; the reproductive system; the digestive and genito-urinary systems; the hemic and lymphatic systems; the immunological systems; the skin; and the endocrine system; or
 - (2) A mental or psychological impairment
- c) In the case of alcoholism, drug addiction or other substance abuse, the term "disability" shall only apply to a person who:
 - (1) is recovering or has recovered and
 - (2) currently is free of such abuse, and shall not include an individual who is currently engaging in the illegal use of drugs, when the covered entity acts on the basis of such use.

Information provided to the Moses Center for Students with Disabilities is kept confidential and will only be shared within the University as is necessary to evaluate the request. If you have any questions about the process email csdhc@nyu.edu or call (212) 998-4980.

How Applications are Reviewed/How Students are Informed of Reasonable Housing Accommodation Decision:

A student's Request for Reasonable Housing Accommodations, along with supporting documentation from his or her healthcare provider will be reviewed by the Reasonable Housing Accommodation Committee, which consists of representatives from the Moses Center, NYU's Student Health Center (administrators familiar with the accommodation process such as medical and counseling professionals) and the University's Office of Residential Life and Housing Services. Only representatives from the Moses Center and Student Health Center are given access to the student's supporting documentation.

The committee meets bi-monthly and once an application is submitted it will be reviewed at the next scheduled meeting. The student will be notified of the Committee's decision via e-mail from the Moses Center. The correspondence will include a decision regarding eligibility for each housing accommodation requested. Decisions may be appealed within three weeks of the notification. Instructions to file an appeal will be included in the decision letter.

Once a final decision regarding accommodation(s) has been reached, the ORLHS will contact the student regarding a specific room assignment or assignment options that meet the approved accommodation(s) (assignment options are based upon the submission of the application in line with application deadlines).² All assignment options are based upon availability. [Building locations and room rates](#) are available here.

If students have any questions about the process for requesting reasonable housing accommodations, they should contact the Moses Center at (212) 998-4980 or email csdhc@nyu.edu. Inquiries related to features or specifications of the housing assignment(s) offered should be directed to ORLHS at (212) 998- 4600. Requests for exceptions to the University's housing policies or modifications of a room assignment will be considered on a case-by-case basis.

Important Information about Supporting Documentation

Supporting documentation should be from a licensed, treating provider and describe the connection between the student's disability and the requested housing accommodation. The healthcare provider must fill out the Certificate of Disability form and/or include a letter of additional support if they choose.

Documentation should be:

1. Recent (within the last year of applying for housing); and
2. Sufficient to establish a direct link between the underlying impairment and the requested housing accommodation.

² Law students and students studying at a Study Away sites will be contacted by the School of Law or their Study Away site.
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The following documents are not considered effective forms of documentation if submitted alone:

1. Handwritten patient records or notes from patient charts
2. Diagnoses on prescription pads
3. Self-evaluation found on the internet or in any print publication
4. Research articles

Examples of Common Housing Accommodations Requests:

➤ Low Occupancy

Low occupancy rooms are double room suites.

➤ Single Room in a Suite

Single rooms (private sleeping area within a shared suite) comprise approximately 7% of the NYU Housing system. A request for a single room must clearly demonstrate how sharing a sleeping area adversely impacts the student's ability to live and perform successfully at NYU. The request should include an explanation of how typical roommate adjustments (such as using headphones, using a sleeping mask, or negotiating shared use of a space) would not resolve the concern.

➤ Low Occupancy single in a suite

Private sleeping area within a smaller shared suite (can be living with more than one other person in suite).

➤ Single Studio

Single Studio (1 person suite, no roommates or suitemates) comprise approximately .5% of the NYU Housing System. A request for a single studio must clearly demonstrate how a single room in a shared suite would adversely impact the student's ability to live and perform successfully at NYU.

➤ Proximity

Students may request to be housed near Washington Square Campus or other NYU building locations based on their disability.

➤ Physical Modifications

Students who may require physical modification in their living space must indicate their specific needs by the applicable deadlines to be guaranteed timely modifications. Examples of modifications may include wheelchair accessibility and modifications for hearing impaired students. It is important that the student indicate such needs at the onset of the reasonable housing accommodation process.

➤ Furniture

NYU provides student furniture which meets certain space and fire safety requirements. A student with a qualified disability who wishes to bring non-University furnishings related to his/her special need must submit the request to the Moses Center for Students with Disabilities. The student will be required to provide documentation that demonstrates a need for non-University furnishings.

➤ **Air Conditioning**

Some residence halls do not have air-conditioning units. If air conditioning is a critical accommodation for a student with a qualified disability, this must be reflected in the submitted documentation. All upperclassman receive A/C during the academic year at the New York campus (does not apply to study away sites).

➤ **Carpeting**

If no carpet is a critical accommodation for a student with a qualified disability, this must be reflected in the submitted documentation.

➤ **Meal Plan Alteration**

New York University requires all freshman and first year students living in NYU housing to participate in the NYU Dining meal plan program. Minimum participation varies by residence hall and location. For more information on meal plan requirements, please see the [NYU Dining Guide](#). Additional information about NYU Dining Services can also be found on the [NYU Dining Services website](#).

Students with disability-related dining needs may be able eligible for a reduced meal plan or to be exempted from this requirement. Students with specific dining needs are encouraged to contact NYU Dining Services regarding menu options: (212) 995-3030.

Examples of Housing Accommodation Requests that generally are NOT considered reasonable accommodations:

➤ **Roommate requests**

Roommates may be assigned to students with disabilities who are occupying modified rooms in the same manner as other residential students. However, a roommate request generally is not considered a reasonable accommodation and will not be evaluated by the Special Accommodations Committee.

➤ **Specific Building Requests**

Students should not make building specific requests, but instead request the accommodation needed (e.g., proximity to campus; building with air conditions; etc.) A building-specific request generally is not considered a reasonable accommodation and will not be evaluated by the Special Accommodations Committee.