

Informational Packet for Requesting Reasonable Housing Accommodations NYU School of Law

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 Applications are reviewed by a Reasonable Housing Accommodation Committee, which is facilitated by the Moses Center for Student Accessibility. Approvals for School of Law students are sent to the school's [Department of Residence Services](#) (DRS), which then offers individual room assignments based on availability. **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 School of Law Housing and met the eligibility requirements and deadlines set by DRS. Please also pay close attention to the deadlines for submitting reasonable housing accommodation applications listed on the last page of this packet.

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 CSA [Reasonable Housing Accommodations page](#).

Step 4: Submit completed forms and any supporting documentation via the upload link provided in the confirmation email.

Information provided to the Moses Center for Student Accessibility 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 csahc@nyu.edu or call (212) 998-4980.

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.

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 and NYU's Student Health Center (administrators familiar with the accommodation process such as medical and counseling professionals).

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, DRS 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). All assignment options are based upon availability. [Building locations and room rates](#) are available.

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 csahc@nyu.edu. Inquiries related to features or specifications of the housing assignment(s) offered should be directed to the DRS at (212) 998-6510 or law.reslife@nyu.edu. 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 Part II of the Request for Reasonable Housing Accommodations Application. The healthcare provider may also 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.

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 single in a suite

Private sleeping area within a shared suite with only one other person

➤ Single Studio

Single Studio (1 person suite, no roommates or suitemates)

➤ Proximity

Students may request to be housed near class/school

➤ 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.

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 to the Housing Committee, but instead request the accommodation needed (e.g., proximity to campus; building with air conditions; etc.)