

## Informational Packet for Requesting Reasonable Housing Accommodations

**PLEASE NOTE:** Law students should refer to the [Law School Informational Packet](#) on the [Reasonable Housing Accommodations](#) page of the CSA website.

In accordance with applicable federal, state, and city disability laws, NYU will review requests for reasonable housing accommodations for students who have a qualifying physical, medical or psychological disability.<sup>1</sup> NYU maintains accessible housing dispersed throughout its campuses, within its housing stock that includes a variety of locations, price points, amenities, configurations, and occupancy. NYU is committed to providing students with disabilities accessible housing placements or options that are comparable, convenient, and at the same cost as to others within NYU's varied housing offerings. 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 the Moses Center for Student Accessibility. **All accommodations are determined on a case-by-case basis as part of an interactive process according to a student's 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). Please also pay close attention to these [Housing Accommodation Application Deadlines](#). Students applying for reasonable housing accommodations at NYU's Study Away sites/campuses should complete 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.

Please note: an approved housing accommodation does not guarantee a housing assignment. Housing is not guaranteed for all students and students with disabilities are subject to the same [generally applicable deadline](#) to request housing.

### How to Apply for a Reasonable Housing Accommodation

**Step 1:** Read the appropriate Informational Packet.

**Step 2:** Complete the [Request for Reasonable Housing Accommodations Application](#). Students wishing to participate in the generally applicable housing assignment process must submit by the request deadline.

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<sup>1</sup> 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.

**Step 3:** Complete the [Authorization for Release of Information](#). A treating clinician should complete the [Supporting Documentation for Consideration of Accommodation](#) form. All forms are also available on the Moses CSA [Reasonable Housing Accommodations](#) page.

**Step 4:** Submit the completed forms and 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 or facilitate provision of the requested accommodation.

If you have any questions about the process please email [csahc@nyu.edu](mailto:csahc@nyu.edu).

### **Accommodation Review/Communication of Housing Accommodation Decisions**

Requests for Reasonable Housing Accommodations, along with all supporting documentation, will be reviewed by representatives from the Moses Center, in consultation with clinicians from the Student Health Center as appropriate, every Wednesday (excluding holidays and other University closings). Students are typically notified of the decision via email to their NYU email address within two business days. The correspondence includes a decision regarding eligibility for each housing accommodation requested. Types of decisions include granting or denying a request in whole or in part, providing a reasonable accommodation that may differ from the precise request, and/or requesting further documentation or information to support a request. Decisions may be appealed and instructions on how to do so are also included in the decision email.

All accommodation approvals are communicated to NYU's Office of Residential Life and Housing Services, which will contact<sup>2</sup> the student through the housing assignment process regarding a specific room assignment or assignment options that meet the approved accommodation(s). In order to ensure that students with disabilities receive comparable housing options and assignments, for those assigned by NYU to a specific room, where appropriate, NYU shall make appropriate individualized adjustments, including to the room rate. For students who are provided with more than one housing assignment option (e.g., upperclass students), students will typically be provided with at least two options, one of which is a lower-cost option; if NYU is unable to provide a lower-cost option, it will engage with the student and on a case-by-case basis provide an assignment at a comparable room rate. All inquiries related to features or specifications of the housing assignment(s) offered should be directed to NYU Housing at (212) 998-4600 or [housing@nyu.edu](mailto:housing@nyu.edu).

Requests for accommodation may be submitted and will be evaluated at any time, but requests received after the housing assignment process is already underway or has been completed are subject to limited availability and students approved for accommodations will be placed on a waitlist by the [Office of Residential Life and Housing Services](#). As noted above, receiving an approved accommodation does not guarantee a housing assignment, and students with disabilities are subject to the same generally applicable deadlines as all other students.

### **Important Information about Supporting Documentation**

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<sup>2</sup> Law students and students studying at a Study Away sites will be contacted by the School of Law or their Study Away site.

Supporting documentation should be from a licensed, treating provider and describe the connection between the student's diagnosis and the requested housing accommodation. The healthcare provider should complete the [Supporting Documentation for Consideration of Accommodation](#) 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).
2. Sufficient to establish a direct link between the underlying diagnosis 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. Prescription pad notes
3. Self-evaluation found on the internet or in any print publication
4. Research articles

**Examples and Definitions of Common Housing Accommodation Options:**

- **Low Occupancy-** Double room suites (share living environment with one other person)
- **Single Room in a Suite-** Private sleeping area within a shared suite
- **Low Occupancy Single in a Suite-** Private sleeping area within a smaller shared suite (generally living with no more than two other people who live in a separate room)
- **Single Studio-** a single person living environment, no roommates or suitemates
- **Proximity-** Students may request to be housed near Washington Square Campus or other NYU building locations.
- **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, flashing fire alarms, etc.
- **Air Conditioning-** Some residence halls do not have air-conditioning units. Upperclass students receive A/C during the academic year at the New York campus (does not apply to study away sites).
- **Furniture-** NYU provides student furniture which meets certain space and fire safety requirements. A student who wishes to bring non-University furnishings related to their disability must submit a housing accommodation request
- **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 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

**Requests Generally NOT Considered Reasonable Accommodations:**

**Specific Building Requests-** Students should generally not make building specific requests, but instead request the accommodation needed (e.g., proximity to campus; building with air conditioners; etc.). A building specific request generally is not considered a reasonable accommodation.

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