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 local disability laws, NYU will make every effort to provide reasonable housing accommodations for students who have a qualifying physical, medical 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 Student Accessibility. 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). 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.

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
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.

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 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 please email csahc@nyu.edu.

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

Requests for Reasonable Housing Accommodations, along with supporting documentation from their healthcare provider, will be reviewed by the Reasonable Housing Accommodation Committee every Wednesday (excluding holidays and other University closings). Students are notified of the Committee’s decision via e-mail within 48 hours. The correspondence includes a decision regarding eligibility for each housing accommodation requested. 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 Housing who 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. All inquiries related to features or specifications of the housing assignment(s) offered should be directed to NYU Housing at (212) 998-4600.

**Important Information about Supporting Documentation**

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)

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1 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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- **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. Upperclassman 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 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

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**Requests NOT Considered Reasonable Accommodations:**

**Roommate Requests**- are not considered to be a reasonable accommodation and cannot be evaluated by the Reasonable Housing Accommodation 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 cannot be evaluated by the Reasonable Housing Accommodation Committee.

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