



Informational Packet for Requesting Reasonable Housing Accommodations

When requesting a reasonable housing accommodation, applicants are expected to have already met all NYU School of Law Department of Residence Services application and payment deadlines. Pay close attention to the deadline dates indicated in your NYU School of Law Department of Residence Services and Special Accommodations Request application materials and in this special accommodations request application packet. All accommodations are determined on a case-by-case basis according to documented need and prevailing standards for reasonable accommodations and are subject to availability.

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 Only applications that represent a qualifying disability will be considered for housing accommodations. If the committee determines that your application does not reflect a disabling condition that requires a reasonable housing accommodation or you are not eligible for University housing, you will be referred back to the Department of Residence Services.

To be considered for a reasonable housing accommodation, you and your healthcare provider must complete Parts I and II of the Request for Reasonable Housing Accommodations Application and return them to the Moses Center for Students with Disabilities. Completed applications can be mailed to: The Moses Center for Students with Disabilities, 726 Broadway, 2nd Floor, New York, NY 10003, ATTN: Reasonable Housing Accommodations. They can also be emailed to mosescsd@nyu.edu or faxed to 212-995-4114. 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.

Your request and supporting documentation will be reviewed by a committee consisting of representatives from the Moses Center, the University Student Health Center, and other administrators having knowledge of the accommodation process. Members include medical and counseling professionals from the Student Health Center and University Counseling and Behavioral Health Services.

You will be notified of the Committee's decision via e-mail from the Moses Center. The correspondence will include a decision regarding your eligibility for each housing accommodation requested. The Department of Residence Services will notify you of your housing assignment according to the notification schedule detailed on their website. **You must contact the Department of Services at (212) 998-6510 with all inquiries related to features or specifications of the housing assignment that is offered to you. The Moses Center is unable to provide specific information regarding buildings and rooms managed by the Department of Residence Services.** If you have any questions about the process for requesting housing accommodations, please contact the Moses Center at (212) 998-4980.

ⁱ 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.

Request Deadlines

Students with special needs based on a qualified disability are strongly encouraged to make the University aware of these needs as early as possible in the housing assignment process. All accommodations are subject to availability.

Students should provide all required documentation by the deadlines indicated below:

Semester for Which the Accommodation Is Sought	Date by Which Documentation Must be Submitted
2011-2012 Academic Year	<ul style="list-style-type: none">• New students must submit by 12 Noon on May 11, 2011

Documentation

The University requires documentation from a licensed healthcare provider that describes the student's disability and supports the request for a reasonable housing accommodation. The licensed healthcare provider must complete the shaded box in Part I, (Request for Reasonable Housing Accommodations) and all of Part II, the Certification of Disability form. The healthcare provider may also include a letter of additional support if they choose.

Documentation must 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.

Unacceptable Forms of Documentation

Please do not submit the following documents. The Special Accommodations Committee will not review them:

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
5. Original evaluation/diagnostic documents; submit **copies** of the original documents.
6. Correspondence from healthcare providers not directly addressed to the New York University Special Accommodations Committee

Examples of Common Housing Accommodations and Other Requests

Private Bedroom

Private bedrooms (private sleeping area within a shared two or three bedroom suite) comprise the majority of the NYU School of Law housing system.

Single Studio/One Bedroom Apartment

Single Studio/One Bedroom apartments (1 person suite, no apartment-mates) are limited in supply. A request for a single studio/one bedroom must clearly demonstrate how a private bedroom in a shared suite would adversely impact your ability to live and perform successfully at NYU.

Proximity

Students may request to be housed near the Law School academic buildings based on their disability.

Physical Modifications

Students who may require physical modification in their living space must indicate their specific needs by the deadlines stated on the previous page. Examples of modifications may include wheelchair accessibility and modifications for hearing impaired students. It is important that you indicate such needs at the onset of your reasonable housing accommodation inquiry.

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.

Carpeting

If no carpet is a critical accommodation for a student with a qualified disability, this must be reflected in the submitted documentation. Note that there is a very limited number of apartments that do not have carpeting (2).

OTHER REQUESTS

Apartment-mate Requests

Please be advised that apartment-mates may be assigned to students with disabilities who are occupying modified rooms in the same manner as other residential students. **An apartment-mate request is not considered a reasonable accommodation and cannot be evaluated by the Special Accommodations Committee.**

Specific Building Requests

Please do not make building specific requests but instead request the accommodation needed (i.e. proximity to Law School academic buildings, etc.) **A building-specific request is not considered a reasonable accommodation and cannot be evaluated by the Special Accommodations Committee.**

Buildings and Room Rates

Residents are subject to billing rates based on the building and type of room. Studios/One Bedroom apartments

are higher in cost than private bedrooms in shared two or three bedroom apartments. Building location and room rates are available on the Department of Residence Services website (www.law.nyu.edu/housing). All Department of Residence Services room rates apply to students with disabilities.