

HOUSING ACCOMMODATIONS REQUEST PACKET: Academic Year 2021-2022

Dear Student,

Student Accessibility Services (SAS) encourages timeliness with student requests for housing accommodations and strongly recommends that students submit the Housing Accommodation Request Packet (HARP) according to the timeline below:

- Returning graduate and undergraduate students: **Spring 2021**. Note: Housing selection begins the first week of April. Please see the Pace housing website for complete details and dates, www.pace.edu/housing.
- Incoming first year graduate and undergraduate students: **Summer 2021**. Note: Housing selection begins the first week of August for these students. Please see housing website for complete details and dates, www.pace.edu/housing.
- Transfer Students: Upon admission and acceptance to the university.

Determining accommodations is an interactive process between you (the student), SAS, and other relevant parties (if determined by SAS), and reviewing your request may take at least four to six weeks to process once all materials have been submitted. Your request will not be reviewed until the application, personal statement and documentation have been received by the office. See page two for further details about timelines.

If you have been previously granted housing accommodations by Pace University SAS (NYC campus) **do not** complete this packet. Please complete the Housing Accommodation Request Packet: Previously Granted Accommodations (HARP:PGA). It is available for download on the website www.pace.edu/disability.

General Procedure

1. Students requesting housing accommodations must **submit the general application for housing and pay the deposit**, abiding by any deadlines and requirements of The Office of Residential Life and Housing.
2. Student must complete the **Disability Housing Accommodations Application**, along with a **personal statement**, and return them to SAS.
3. **Medical documentation** must be provided in the form of the *Professional Disability Assessment Questionnaire: Housing* (included in this packet) **or** a letter from a qualified medical professional. The letter must be written on the provider's letterhead, signed and dated, and include the provider's license information, if applicable. **Documentation must demonstrate medical necessity and discuss the relationship of the disability to the accommodation request.**
4. **Transfer students:** If you are a transfer student and were granted a housing accommodation at your previous institution, you must submit a letter indicating the granted accommodation from the disability services office at the institution as part of your application.
5. As part of the interactive accommodations process, SAS staff may request to speak with your medical provider for further clarification or questions related to the documentation. You may need to sign a release with your medical provider and/or SAS. SAS will contact you prior to reaching out to the provider.
6. **You must meet with an SAS staff** to review accommodation requests and review associated policies and procedures. All materials need to be submitted to SAS before the meeting. If you cannot meet in person, alternate arrangements can be arranged.

General Timelines

Returning Students:

All students currently living in university housing and who are returning to university housing for the following academic year (Fall 2021-Spring 2022) must submit the general application for housing and pay the deposit, abiding by any deadlines and requirements of The Office of Residential Life and Housing. It is strongly recommended that students begin the housing accommodation request process **at least four to six weeks in advance of general housing selection to allow time for SAS to process the application.**

Incoming First Year Students:

Incoming freshmen and first-year graduate students for the Fall 2021 semester receive housing placements in July. Incoming students who would like to request housing accommodations for the Fall 2021-Spring 2022 academic year are strongly encouraged to submit the HARP by July 15. All students must apply for general university housing and pay the deposit, abiding by any deadlines and requirements of The Office of Residential Life and Housing.

If a student requires a housing accommodation for summer orientation, please be in touch with SAS as soon as the student registers for orientation.

Transfer Students:

Transfer students who wish to request housing accommodations are encouraged to contact SAS as soon as they accept admission to the university. All students must apply for general university housing and pay the deposit, abiding by any deadlines and requirements of The Office of Residential Life and Housing.

Additional Information for All Students:

If you are granted reasonable housing accommodations, you will receive a letter (via email) from the Student Accessibility Services confirming the granted accommodation(s). **It is then your responsibility to follow-up with the Office of Residential Life and Housing as directed in this email.** Your room assignment will be made based on your granted accommodations as well as building eligibility.

If the granted housing accommodation is not readily available (for example, a single room), you will be given a general room assignment and placed on a **priority waitlist**. You will be re-assigned if and when the granted accommodation becomes available.

Academic Accommodations

Please note that **the housing accommodations request process is separate from requests for academic accommodations.** Additional documentation is required for academic accommodations requests and will be reviewed separately from requests for housing accommodations. Please contact SAS staff for any questions about this process.

Appeal Process:

If the request is not granted, you will receive an email from SAS with details of why the request was not granted. If you have questions regarding the outcome of your determination, or you would like to review documentation, you may call the office to schedule an appointment with Interim Associate Director, Ashley Sanguinetti- O'Connor, at (212) 346-1526. In this meeting, Ashley will review the committee determination and go over next steps with you, including instruction on submission of a formal appeal to Pace University's Appeals Committee.

If you have any questions, please contact the Student Accessibility Services via email (disability@pace.edu); phone (212-346-1526); or by making an appointment (call 212-346-1526).

Disability Housing Accommodations Application

Instructions: Please complete this form, in its entirety, with details regarding your request for disability housing accommodations.

Submit this form, along with your personal statement and medical documentation to the Student Accessibility Services via scan/email (disability@pace.edu) or fax (914-989-8047).

Please be in touch with the Student Accessibility Services if you have any questions.

Name: _____

U#: _____

Date: _____

Academic Status (circle):

Incoming undergraduate / Undergraduate / Incoming graduate / Graduate / Transfer

Rising year for academic year Fall 2020- Spring 2021: 1st year 2nd year 3rd year 4th year

Email: _____

Phone: _____

Current building and room assignment: _____

Current room assignment configuration (check all that apply):

- Double
- Triple
- Suite
- Shared floor bathroom
- Bathroom attached to room
- N/A incoming freshman
- N/A transfer student
- N/A not currently living in university housing

What is/are your disability(ies)?

Transfer students only: Did you have housing accommodations at your previous institution? If so, please indicate granted accommodations. A letter from the disability services office at your previous institution must be submitted in addition to this application and medical documentation.

Previous Institution: _____

Years Attended: _____

Granted Housing Accommodations:

What housing accommodations are you requesting (check all that apply)? Note: All residence halls have community kitchens available for student use.

- Single Room
- Wheelchair Accessible Bathroom
- Semi-private Bathroom
- Private Bathroom
- No carpet
- Placement on floor no higher than: _____
- Other Accommodation Request: _____
- Other Accommodation Request: _____

Personal Statement:

As part of the request process for housing accommodations, you must submit a personal statement. The statement should be typed and be a paragraph to no more than two pages in length. Personal statements that do not provide sufficient information about your request may be returned to you for revision.

The personal statement should include:

- Why you are requesting housing accommodations.
- A description of your disabilities.
- A synopsis about how your disability affects academic functioning.
- A description about how the requested housing accommodation(s) will mitigate your disability.
- A brief history regarding your disability, interventions you may have tried prior to requesting accommodations or other information you feel is pertinent to your request.
- Explain the link between your disability and the requested accommodation(s).
- Explain how your housing placement for the 2020-2021 academic year did not meet your needs and how it impacted your academic functioning.

Student Signature: _____

Date: _____



Student Accessibility Services

STUDENT ACCESSIBILITY SERVICES
NEW YORK CAMPUSES
156 WILLIAM ST, 8TH FLOOR
NEW YORK, NY 10038
disability@pace.edu
PHONE: 212-346-1526
www.pace.edu/disability

Professional Disability Assessment Questionnaire: Housing Accommodations Request

Please complete form and return to the Student Accessibility Services via fax or email to disability@pace.edu. Please provide as much as detail as possible about the student’s need for housing accommodations and how it relates to his or her academic functioning.

Patient’s Name: _____ **Date:** _____

Patient’s Telephone #: _____

Professional’s name: _____ **State of Licensure and License #:** _____

Medical or other specialty: _____ **Degree:** _____

Address 1: _____ **Telephone #** _____

Address 2: _____ **Fax #** _____

Date of initial contact with patient: _____

Dates of Treatment: _____

Diagnosis: _____ **Diagnostic Code:** _____

Diagnosis: _____ **Diagnostic Code:** _____

Diagnosis: _____ **Diagnostic Code:** _____

Diagnosis: _____ **Diagnostic Code:** _____

Severity (please evaluate on a scale of 1-10):

(Mild) 1 2 3 4 5 6 7 8 9 10 (Severe)

Current level of functioning and degree of impairment:

Interventions:

Medications and dosages:

Side effects experienced by patient:

Prognosis:

Suggested accommodations based on difficulties imposed by the disability:

Outcome of those interventions:

Other information which may be useful in determining a reasonable housing accommodation:

Signature (verifying that you are not related to the student by blood or marriage):

Date: _____

Thank you very much for your time and assistance. If you have any comments, questions, or concerns, please contact:

**Student Accessibility Services
Pace University
156 William Street, 8th Floor, New York, NY 10038
(212) 346-1526
disability@pace.edu**

