

HOUSING ACCOMMODATIONS REQUEST PACKET: SUMMER 2025

Dear Student and/or Summer Resident,

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

- Returning graduate and undergraduate students: **March 15, 2025**. *Note: Housing selection begins in April 2025. [Please see the Pace housing website](#) for complete details and dates.*
- Transfer/Visiting Students/Residents: Upon admission and acceptance to the university and completion of summer deposit. [Please see housing website](#) for complete details and dates.

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 Previously Granted Housing Accommodations Form](#).

General Procedure

1. Students/residents requesting housing accommodations must **submit the general application for housing and pay the deposit**, abiding by any deadlines and requirements of Residential Life.
2. Student/resident 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/visiting students/residents:** If you are a transfer or visiting 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 a 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.

7. **If you are a summer resident traveling from overseas and English is not your first language, a written intake may be submitted as part of the interactive process in lieu of meeting with an SAS staff member.**

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 email the office to schedule an appointment with SAS staff at SASNYC@pace.edu. In this meeting, an SAS staff member 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 Student Accessibility Services via email at SASNYC@pace.edu.

Approval Process:

Once a resident is approved for a housing accommodation, the Director of Housing Operations, Manager of Conference Services and Manager for Resident Assignments will make every effort to provide you with an immediate room assignment that meets the requirements of your granted accommodations. However, if such a room assignment is not available immediately, you will be notified by a member of the Housing staff and will receive a general room assignment while being placed on a priority waitlist. For students requesting an Emotional Support Animal, please note that all animals must comply with New York City Housing Code and be fully vaccinated as well as spayed or neutered before being allowed into the Pace residence halls.

SUMMER HOUSING 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 Student Accessibility Services via email (SASNYC@pace.edu).

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

Name: _____

U#: _____

Date: _____

Phone Number: _____

Email: _____

Academic Status (circle):

Undergraduate / Graduate / Transfer/ Visiting Student/
Conference Housing/ Non-Student Summer Housing ONLY

*If you were not a Pace University student during the 2024-2025 Academic Year and are applying for housing for **Summer 2025 ONLY**, please indicate any programs you may be affiliated with:*

Affiliated Programs: _____

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/visiting 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 2024-2025 academic year did not meet your needs and how it impacted your functioning.

Student/Resident Signature: _____

Date: _____

Professional Disability Assessment Questionnaire: Housing Accommodations Request

Please complete form and return to Student Accessibility Services via email to SASNYC@pace.edu. Please provide SAS as much as detail as possible about the student's need for housing accommodations and how it relates to his or her 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:

Limitations imposed by the disability in a dormitory setting and how the suggested housing accommodations would mitigate these limitations (please be as specific as possible):

Rationale for the medical necessity of the housing accommodation based upon the disability (please be as detailed as possible):

Prior interventions/strategies utilized in the past to address issues related to housing accommodations:

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
163 William St, 10th Floor, New York, NY 10038
SASNYC@pace.edu**

PACE UNIVERSITY

Student Accessibility Services