

## HOUSING ACCOMMODATIONS REQUEST PACKET: Academic Year 2019-2020

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: **March 30**. *Note: Housing selection begins the second week of April. Please see the Pace housing website for complete details and dates, [www.pace.edu/housing](http://www.pace.edu/housing).*
- Incoming first year graduate and undergraduate students: **June 15**. *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](http://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 may not be reviewed until the application, the (optional) 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 (Westchester campus) **do not** complete this packet. Please complete the Disability Update Forms located on our website: [https://pace.az1.qualtrics.com/jfe/form/SV\\_bd8FmFdMt7iFOR7](https://pace.az1.qualtrics.com/jfe/form/SV_bd8FmFdMt7iFOR7).

### 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 Housing and Residential Life.
2. Student must complete the **Disability Housing Accommodations Application**, along with the **optional 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. In the interest of time, we request that your documentation is 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 must submit the general application for housing and pay the deposit, abiding by any deadlines and requirements of The Office of Housing and Residential Life. It is strongly recommended that students begin the housing accommodation request process **at least four 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 semester receive housing placements in August. Incoming students who would like to request housing accommodations for the fall semester are strongly encouraged to submit the HARP by June 15. All students must apply for general university housing and pay the deposit, abiding by any deadlines and requirements of The Office of Housing and Residential Life.

*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 Housing and Residential Life.

## Additional Information for All Students

If you are a returning student and 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 Nilam Kotadia, Associate Director of Residential Life and Housing.** She may be reached via email ([nkotadia@pace.edu](mailto:nkotadia@pace.edu)) or phone (914-597-8782). 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. After receiving the email, you may appeal to the Assistant Dean of Community Standards and Compliance, Debbie Levesque. Appeals must be in writing and submitted within five business days of the denial notice. Ms. Levesque may be reached at: Dean’s Suite, Kessel Campus Center, Pleasantville, NY 10570, (914) 773-3168, [dlevesque@pace.edu](mailto:dlevesque@pace.edu).

If you have any questions, please contact the Student Accessibility Services via email ([egeberth@pace.edu](mailto:egeberth@pace.edu) and [lcicccone@pace.edu](mailto:lcicccone@pace.edu)) or phone (914-773-3710).

**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 the optional personal statement and medical documentation to the Student Accessibility Services via scan/email ([egeberth@pace.edu](mailto:egeberth@pace.edu) and [lcicccone@pace.edu](mailto:lcicccone@pace.edu)), fax (914-773-3639); or hardcopy. Student Accessibility Services is located within the Administration Center, 861 Bedford Road, Pleasantville, NY 10570.

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 / Law/ Transfer

**Status for current academic year:** 1<sup>st</sup>year 2<sup>nd</sup> year 3<sup>rd</sup> year 4<sup>th</sup>year \_\_\_\_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 diagnosis(es)?**

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**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:

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**What housing accommodations are you requesting (check all that apply)? All residence halls have community kitchens available for student use. The Townhouses have a shared kitchen for the eight residents.**

- Single Room
- Wheelchair Accessible Bathroom
- Semi-private Bathroom
- Private Bathroom
- No carpet
- Other Accommodation Request:

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Other Accommodation Request: \_\_\_\_\_

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**Optional Personal Statement:**

As part of the request process for housing accommodations, it can be helpful for students to provide a personal statement. The statement should be typed and be a paragraph to no more than two pages in length. 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 past academic year did not meet your needs and how it impacted your academic functioning.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Staff Use Only

**Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_