**SUNY Old Westbury**

**Office of Services for Students with Disabilities**

**Guidelines for Requesting Alternative Housing Accommodations**

In accordance with the Americans with Disabilities Act, a student with a documented disability may submit a request for alternate housing arrangements.

A request for an alternate housing accommodation must include the following:

* A dated letter from the student explaining the reason for the request.
* Documentation from (including, but not limited to) a primary care physician, psychologist, psychiatrist, specialist, etc., who has provided treatment for the condition.

* Documentation must be typed on letter head and must include the following information:
  + Diagnosis.
  + Evidence of the connection between the diagnosis/symptoms and the need for an alternative housing accommodation.
  + Evidence that the student will not be able to use and enjoy the residence hall or to participate in the college's services or programs without this accommodation.
  + The letter must be dated within 30 days of the request.

All requests should be submitted to the Office of Services for Students with Disabilities no later than June 1 for the fall semester and November 1 for the spring semester. Complete requests will be reviewed by a committee.  The review process may take two to six weeks. Requests received after the June 1 and November 1 deadlines will be reviewed on a first come basis subject to availability. Requests must be renewed each year.

Please note that generally, a diagnosis of ADHD, learning disability, or anxiety/depression (in and of themselves) is not sufficient grounds for obtaining an alternate housing accommodation.

The student will be notified via Old Westbury e-mail of the committee's decision.

**All request documentation can be sent to the following:**

Mail: OSSD Director, PO Box 210, Old Westbury, NY 11568

or

E-mail: [defelices@oldwestbury.edu](mailto:defelices@oldwestbury.edu)