

# Juilliard

## Office of Academic Support and Disability Services

### DISABILITY HOUSING ACCOMMODATION POLICY

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<b>Title:</b>	Disability Housing Accommodation Policy
<b>Policy Owner:</b>	Office of Academic Support and Disability Services
<b>Contact Information:</b>	Office of Academic Support and Disability Services Room 245 B Main Building Phone: (212) 799-5000, ex. 320 Email: <a href="mailto:Oasds@Juilliard.edu">Oasds@Juilliard.edu</a>
<b>Applies to:</b>	Juilliard students
<b>Revised Date:</b>	May 31, 2023

The Juilliard School is committed to creating an accessible campus where all students are afforded the opportunity for educational and social success. Any student in need of disability accommodation (academic or housing) is protected under the [ADA](#), [Section 504 of the Rehabilitation Act of 1973](#), and the [Fair Housing Act](#). The [Americans with Disabilities Act \(ADA\)](#) defines a disability as a physical or mental impairment that substantially limits one or more major life activities; this includes having a record of such impairment, even if the disability is temporary, not current, or active.

#### HOUSING POLICY

All New students (First-time College, Transfer, and New Graduate students) are required to live in the residence hall for their first year at Juilliard. Thereafter, returning students wishing to remain living in the residence hall may participate in the housing lottery for room selection.

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## REQUESTING DISABILITY HOUSING ACCOMMODATIONS

Disability housing accommodation requests are determined on a case-by-case basis and are dependent on room inventory and availability; thus, **requests must be received by 5 pm, on the date of the housing application deadline.**

Although requests can be submitted at any time they are subject to availability, students are urged to make requests early by completing a disability accommodation request via Juilliard Accommodate Portal or contacting [OASDS](#).

The disability housing accommodation request process is a voluntary, [confidential](#) process (private health information is not shared with Residential Life) that begins once a new, current, or potential student completes the following steps with OASDS...

1. Submit a completed Disability Accommodation Request via the **Juilliard Accommodate Portal**. Use your single sign-on access by logging into your [Juilliard Okta account](#) and clicking on the app in your dashboard. The app's icon is the word "Accommodate" in blue.
2. Submit all supporting documentation.
3. [Schedule and complete an intake meeting](#) with an OASDS representative.  
Intake appointments may be conducted via Zoom, phone, or in person.
4. Review Juilliard's [Confidentiality Policy](#) and [Grievance Procedure](#) to familiarize yourself with students' rights and responsibilities.

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5. If approved, you will receive a confirmation email containing a link to the Juilliard Accommodate Portal listing to view your accommodation(s) and follow-up steps.
6. Upon approval notification, you must again sign into the Juilliard Accommodate Portal and self-direct which accommodations will be sent to which professors. *Remember, disability accommodations are not retroactive and begin once the professor receives an official accommodation letter.*

*By signing and submitting a [Disability Accommodation Request](#), supporting documentation, and related materials, the student affirms that the information provided is complete and accurate and that they have read and understood the information provided by [OASDS](#) as well as the Juilliard policies and procedures.*

This request must be completed in its entirety **before 5 pm on the date of the housing application deadline**. Students will receive notification of the accommodation request in Accommodate once the request, documentation review, and intake meeting have been completed.

If the request is approved, OASDS will notify Res Life and the Finance and Administration offices of the specific disability accommodation if the request is approved.

## **ROOM ASSIGNMENTS – AS DISABILITY ACCOMMODATIONS**

Once a disability housing accommodation has been granted, Residential Life will assign...

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- **New students** (*First-time College, Transfer, and New Graduate students*) a room specific to the accommodation and functional limitations –
  1. If space is available.
  2. A housing reservation fee has been paid on time.
  3. A housing application has been submitted to WEB ADVISOR on time.
- **Returning students** a room specific to the accommodation and functional limitations –
  1. If space is available.
  2. A housing reservation fee has been paid on time.
  3. A housing application has been submitted to WEB ADVISOR on time.

***\*ROOM ASSIGNMENTS RECEIVED AS DISABILITY HOUSING ACCOMMODATION CANNOT BE DECLINED BY THE STUDENT, AND STUDENTS RECEIVING SUCH ASSIGNMENTS WAIVE THE RIGHT TO PARTICIPATE IN THE HOUSING LOTTERY PROCESS. AS SUCH, STUDENTS WHO RECEIVE A DISABILITY HOUSING ACCOMMODATION CANNOT REQUEST A SPECIFIC SPACE IN THE RESIDENCE HALL THAT DOES NOT DIRECTLY RELATE TO THE NATURE OF THE DISABILITY. THIS TYPE OF REQUEST MUST BE MADE TO OASDS DURING THE ACCOMMODATION REQUEST PROCESS.***

## **HOUSING LOTTERY**

**Returning students** who receive a disability housing accommodation will not have to participate in the housing lottery and will automatically be assigned a room (if available, and if all necessary documentation has been filed on time).

## **GRIEVANCE PROCEDURE**

Students who are unhappy with the outcome of any disability accommodation request are encouraged to appeal the decision and initiate a grievance by observing the [Grievance Procedure](#).

## **LATE DISABILITY HOUSING ACCOMMODATION REQUESTS**

Please note that [OASDS](#) will accept disability housing requests submitted **after the 5 pm, the housing application deadline; however, Juilliard cannot guarantee that room inventory will be available to meet the need.** Applications that are missing any information or supporting disability documentation will not be considered.

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### **Office of Academic Support and Disability Services (OASDS)**

The Juilliard School  
60 Lincoln Center Plaza, Rm 245B  
New York, NY 10023  
Phone: 212.799.5000, Ext. 320  
[Oasds@Juilliard.edu](mailto:Oasds@Juilliard.edu)  
Juilliard.edu