

Office of Specialized Services
505 Ramapo Valley Road, Mahwah, NJ 07430-1680
Phone (201) 684-7514 Fax (201) 684-7004
TTY (201) 684-7092
Email : oss@ramapo.edu
www.ramapo.edu/oss

Student Housing Accommodation Request Form

Your Housing Accommodation Request Form along with your supporting documentation will be reviewed by the Office of Specialized Services (OSS). If your accommodation request is approved, OSS will recommend the appropriate housing accommodation(s) to Residence Life.

Please note:

- OSS cannot guarantee housing placement within a requested residence hall.
- All housing decisions are based on availability in housing vacancies.
- Space is limited and allocated on a first-come, first-served basis.

In order to evaluate requests for housing based on disability-related needs accurately and equitably, OSS requires documentation. This documentation consists of an evaluation by an appropriate professional that relates the current impact of the condition to the request. Medical information is kept confidential and is maintained in OSS. Documentation must clearly support your housing request. All those providing supporting documentation must complete a Provider Housing Accommodation Documentation Form. This form can be found at: www.ramapo.edu/oss/documentation-requirements/

Student Information: (Student can complete this section.)

(Please type or print legibly.)

Name: _____

Date of Birth: _____

Student R#: _____

Cell phone: _____

Ramapo email address: _____

I am a(n):

- Incoming First-Year student
- Continuing Ramapo student
- New Transfer student
- Graduate student

Important:

Note regarding single room requests as an accommodation: Single rooms comprise a small percentage of college housing. A disability-related request for a single room should explain in what way(s) sharing sleeping space with another person in a double-sized room would create a barrier to equal access in housing (e.g. how would typical roommate adjustments such as using headphones/sound screen devices or apps, using a sleeping mask, access to other private spaces on campus for studying/decompressing, or negotiating shared space not be effective for you?). You have access to many places on campus and in the community to decompress, unwind, or process your emotions in places other than the room where you'll sleep. For example: Private study rooms are available to reserve within the Potter Library in the Peter Mercer Learning Commons.

Note regarding private bathroom requests as an accommodation: All housing placements are equipped with a private/single use bath. First year and transfer students will share one bathroom with only 1 other student. Continuing students will share one bathroom with no more than 3 other students.

Accommodation Information

Please complete **ALL** of the following questions.

1. What is your documented disability?
2. What is your housing accommodation request?
3. Have you lived in residential housing at Ramapo or at another college?
_____ Yes; what was your experience? Did you receive housing accommodations at your previous college, if so, what were those accommodations?

_____ No

4. What is the semester and duration of your requested housing request (For example, if you need temporary accommodations, please note the semesters you will need the accommodation).

Semester: _____

Duration:

____ One semester

____ One academic year

____ More than one year

5. Please provide a personal statement describing your condition and why the accommodation(s) is/are necessary. Be as detailed as possible. (All information is kept confidential.)

6. If you are a current student, how does your existing housing situation influence your housing experience in relation to your disability? Why is your current situation not satisfactory? Please be specific.
7. If what you are requesting is not available, what are the alternative accommodations that might meet your needs?
8. What is your level of need for (or consequences of not receiving) the requested accommodation?
9. if what you are requesting is not available at the time of your request, will you be able to live on campus?
_____ Yes
_____ No; please explain:

I certify that all documentation and statements attached to this request are true and accurate.

Signature

Date

The Provider Housing Accommodation Documentation Form is:

- _____ attached.
- _____ in-process and I will hand-deliver it.
- _____ is being sent via regular mail.
- _____ is being sent via fax or as an email attachment.

Methods of return:

- 1) Print and scan to oss@ramapo.edu
- 2) Print and fax to 201-684-7004
- 3) Print and mail to:
 - Office of Specialized Services
 - Ramapo College of New Jersey
 - 505 Ramapo Valley Rd.
 - Mahwah, NJ 07430

DOCUMENTATION RETENTION - All submitted materials will be held in OSS as educational records under the Family Educational Rights and Privacy Act (FERPA). Students have a right to review their educational record. However, students are encouraged to retain their own copies of disability documentation for future use as the college is not obligated to produce copies for students. Under current New Jersey record retention requirements, disability documentation is mandated to be held for two years.

Please keep in mind that all housing requests are subject to availability.