



You have the
ability to **excel**

The Office of Disability Services



Suffolk University is proud to welcome students with a **variety of backgrounds, interests, and abilities.**

Because we're committed to the success of all our students, we ensure full access to all programs. The Office of Disability Services (ODS) collaborates with other resources and departments to provide timely, comprehensive, and appropriate services for students with disabilities.

If you have a physical, sensory, neurological, psychiatric, learning, health, medical, or other disability, the University provides a range of services to accommodate your needs.



ODS WORKS TO:

- Review students' requests for academic, housing, and dining accommodations
- Verify a student's eligibility for disability services based on their relevant disability documentation
- Provide reasonable accommodations based on an interactive process with the student
- Help students develop self-advocacy skills and respond to disability-related issues and concerns
- Partner with the larger campus community to overcome architectural, attitudinal, and administrative barriers

ELIGIBILITY REQUIREMENTS

To be eligible for disability services, you must:

- Be currently enrolled as a Suffolk University student
- Self-identify as having a disability through our office
- Provide relevant diagnostic documentation and/or accommodation records that clearly identify a disability that requires services. (Contact us to discuss options if you do not have documentation.)

EXAMPLES OF ACCOMMODATIONS

Individual academic accommodations may include:

- Extended-time testing
- Reduced-distraction test environments
- Use of a word processor for exams
- Use of a reader/scribe for exams
- Copies of class notes
- Alternative format course materials
- Use of a signer/interpreter
- Preferential seating arrangements
- Assistive technology

You can find more information about accommodations and services for students with disabilities at suffolk.edu/disability.

HOW TO GET ACCOMMODATIONS

1. Submit your disability documentation directly to ODS.
2. Schedule an appointment with an ODS staff member to review your documentation and discuss the accommodations process.
3. Meet with a member of our staff to decide which accommodations are appropriate for you. Based on this conversation, ODS will create accommodation verification letters for you to share with your instructors.
4. Request your accommodation letters at ODS following your initial meeting. Please note that it is your responsibility to request these letters for every semester in which you seek accommodations.
5. Provide the letters to each of your instructors and discuss your accommodation needs for each course.

It's your responsibility to report your needs to your instructors in a timely manner, as they are not required to anticipate students' specific needs. If there is a problem or difficulty with the delivery of your services, or if you need to modify your accommodations during the semester, you're responsible for contacting ODS.





ACCOMMODATIONS DURING ORIENTATION

All incoming first-year and most transfer students must take an online math placement exam prior to orientation. If you require accommodations for this exam, follow our procedures at least two weeks before your orientation session.

DIAGNOSTIC TESTING

If you suspect you have a disability, need to update your existing documentation, or would like to be retested, make an appointment with ODS. At your meeting, a staff member will discuss evaluation procedures, review documentation and accommodation guidelines, and help you find a service provider to conduct your diagnostic testing. You will be responsible for all costs associated with diagnostic testing.



THE CENTER FOR LEARNING & ACADEMIC SUCCESS (CLAS)

Located on the ninth floor of 73 Tremont Street, this comprehensive center offers you:

Tutoring, Study Groups, and More

The CLAS offers tutoring by appointment for over 500 courses as well as tutoring for any writing project for any course at any stage of your writing process. Math, Statistics, and Accounting drop-in tutoring is also available at the CLAS drop-in center on a walk-in basis—no appointment necessary. The CLAS also runs a variety of weekly study groups for classes in the core curriculum. CLAS services are available both in person and online.

Academic Coaching

Academic coaches support students with adjustment issues, time management, study skills, exam prep, test taking, self-advocacy, and understanding college and professor expectations. Coaches also refer to support services across campus as appropriate. In addition, coaches hold accountability sessions several times a week, where students work in a focused and quiet setting to accomplish academic goals.

Learn more at suffolk.edu/clas.

GET IN TOUCH

Office of Disability Services, Division of Student Success

73 Tremont Street, 9th Floor, Boston, MA

Tel: 617-573-8034 | Fax: 617-994-4251

suffolk.edu/disability | disabilityservices@suffolk.edu