

Law School Accommodations Tip Sheet



The [Office of Disabilities Services \(ODS\)](#) coordinates equal opportunities for students with disabilities. These services are designed to ensure, for all students, full participation in programs and activities offered throughout St. John's University. Students requesting accommodations should schedule an appointment with an ODS administrator and identify their needs as early in their tenure at St. John's as possible.

For students seeking Academic Accommodations for the first time:

- Email the office at disabilityservices@stjohns.edu, preferably from their St. John's email accounts
- Include your X number (ID number) in the subject line or in the body of the email
- Provide documentation from a qualified professional as a legible PDF attachment (no embedded photos or other files will be accepted - do not share files from sources such as Google Drive)
- Provide a completed [Registration Form](#) so we understand what your accommodation needs are (this is to be completed by the student, not a healthcare provider)

***NOTE:** While there is no specific cutoff date for registering for academic accommodations, it is best to complete the process as early in the semester as possible to avoid delays in service provision.

A representative from ODS will confirm receipt of your email generally in 1-2 business days depending on the volume of requests and advise on next steps, including if additional documentation may be needed. It typically takes up to 2 weeks to complete the registration process from when appropriate documentation and a complete [Registration Form](#) is received.

For students seeking Housing Accommodations:

The deadline for Housing Accommodations was November 18, 2022, however, additional requests may be reviewed on a rolling basis. Students must submit the following:

- Submit [ODS Registration Form](#)
- Submit Disability documentation of disability from a qualified professional
- Submit a personal statement explaining why a housing accommodation is being requested

Temporary Accommodations/Updating Accommodations:

If your accommodations were temporary and would like to have them extended into the following semester/academic year, you must request an updated accommodation letter with the Office of Disability Services at disabilityservices@stjohns.edu. ODS staff will confirm receipt of the email and generally provide an updated PDF accommodation letter in 2-3 business days.

Additionally, should you want to update your accommodations (e.g., increasing extended time on quizzes and exams), you must reach out to ODS directly. The Law School can only implement what is listed within your accommodations letter.

All documentation is kept confidential and should be submitted directly to ODS.

Office of Disability Services (ODS) Contact Information:

Marillac Hall, Room 134

Tel: 718-990-6867

Fax: 718-990-2609

disabilityservices@stjohns.edu

Hours:

Monday to Thursday, 8:30 a.m. to 4:30 p.m.

Friday, 8:30 a.m. to 3 p.m.

Summer Hours:

Monday to Thursday, 8:30 a.m. to 4:30 p.m.

Friday: Closed

St. John's University School of Law Accommodations Contact:

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