

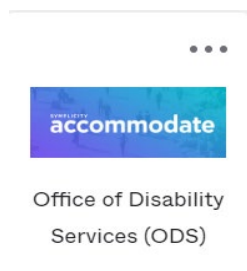
## Law School Accommodations Tip Sheet



The goal of [Disability Services](#) is to aid students with all types of conditions including physical and learning disabilities, temporary injuries, and chronic illnesses to access the educational possibilities at St. John's University as per federal law. Disability Services works in collaboration with all departments and programs at the University to facilitate accommodations, advocate for our students and, assist students to maximize their potential while helping them develop and maintain independence.

### How To Request Accommodations

In order to request any type of accommodation, students may access Accommodate through [signon.stjohns.edu](http://signon.stjohns.edu) and follow the instructions on the landing page.



Students who have never requested accommodations should begin by filling out the registration form from the menu by selecting **Accommodations > Registration Form**.

### Documentation Requirements

The goal of documentation is twofold: to verify and support the student's status as disabled and to address the way in which the disability impairs the student's access to education. The documentation should provide a meaningful understanding of the student's limits and, importantly, detail reasonable accommodations which will effectively equalize the student's ability to perform in the university setting.

Click [Documentation Requirements](#) to view the list of requirements provided by ODS.

- St. John's University students requesting accommodations for a disability must present verification of eligibility through documentation of the disability and current functional limitations.
- A Disability Services administrator will evaluate the documentation and requested accommodations. When necessary, specific academic units will be consulted regarding the accommodations. Additional documentation may be required to support the student's request.
- A Disability Services administrator may be contacted for information regarding specific documentation required or for explanation of this policy.

**All documentation is kept confidential and should be submitted directly to Disability Services. Students requesting accommodations should schedule an appointment with a Disability Services administrator and identify their needs as early in their tenure at St. John's as possible.**

## Housing Accommodations

The deadline for Spring 2024 Housing Accommodation Requests was November 11. Requests received afterwards may be reviewed on a rolling basis but accommodations such as single rooms cannot be guaranteed.

To make a Housing Accommodation Request, students must do 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

ODS will confirm receipt of these items once they have been received. Please note, ODS will not review incomplete requests for housing accommodations. Additionally, it is important to understand that ODS cannot make guarantees regarding approval of an accommodation request or specific room assignments. Students should also be aware of important [Residence Life housing deadlines](#), which may impact available housing options.

## 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 [ods@stjohns.edu](mailto:ods@stjohns.edu).

Additionally, should you want to update your accommodations (e.g., increasing extended time on quizzes and exams), you must reach out to ODS directly.

**\*Note:** *The Law School can only implement what is listed within your accommodations letter.*

## **Office of Disability Services (ODS) Contact Information**

**Marillac Hall, Room 134**

Tel: 718-990-6867

Fax: 718-990-2609

[ods@stjohns.edu](mailto:ods@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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