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The purpose of this handbook

The purpose of this handbook is to inform students with physical, psychiatric, medical and/or learning disabilities about the support services and resources available at Suffolk University. This handbook supplements the Undergraduate Student Handbook, the Graduate Student Handbook and the Policy and Procedures Handbook.

Even though the decision to use our services is a matter of individual choice, it is our experience that students achieve higher levels of academic and personal success when they seek out University support. University support includes: the Dean of Students Office, academic support services, faculty, staff, administrators and fellow students. The student’s responsibility is to become informed about and to make use of the resources and services that are available.

Before and after a student enrolls at the University, the Assistant Dean of Students is available to answer questions related to accommodations and referrals as well as questions about general and specific services for students with disabilities. Information is also available on transportation, interpreters, note-takers, classroom accommodations, tutors, housing, and assistive technology. The web site on disabilities services is now available. For further information, you can log on: www.suffolk.edu/disabilities

Suffolk University is dedicated to the concept of a full University education for all its students, by extending all available services and support systems to everyone without regard to race, color, national origin, religion, sex, age, disability, sexual orientation, Vietnam-era or disabled veteran status. Suffolk’s goal is to provide an equal and unbiased education to all students. In seeking to achieve this, the University works to ensure that all students have access to University services, and that they are provided the opportunity to participate in University programs and activities.
Accommodation Guidelines

Accommodations for Learning Disabilities

Students who are seeking accommodations are required to provide documentation to the Dean of Students Office. The documentation must include information which can be used in establishing the need for appropriate accommodations. A student with a disability is one who: a) has a physical or mental impairment that substantially limits one or more of major life activities; b) has a record of such impairment; or c) is regarded as having such impairment.

Acceptable Documentation: Learning disability(ies) evaluations must include a comprehensive summary of the student’s educational, medical and family history as well as a report of behavioral, neurological and personality disorders that relate to the learning disability(ies). Evidence of a specific learning disability and actual test scores must be provided. Grade equivalents are not acceptable. Comprehensive testing must be administered for documentation to be acceptable. At a minimum, assessment data must be provided in the following areas:

Aptitude: Acceptable instruments include, but are not limited to, the following: Kaufman Adolescent and Adult Intelligence Test, Wechsler Adult Intelligence Scale (WAIS-III), Woodcock-Johnson Psycho-Educational Battery-Revised: Tests of Cognitive Ability.

Achievement: Current levels of functioning in reading, mathematics and written language are required. Acceptable instruments include, but are not limited to, the following: Woodcock-Johnson Psycho-Educational Battery-Revised: Test of Achievement, Stanford Diagnostic Mathematics Test, Woodcock Reading Mastery Tests-Revised.

Cognitive Processing Abilities: Specific areas of information processing must be assessed. Acceptable instruments include, but are not limited to, the following: WAIS-III and Woodcock-Johnson Psycho-Educational Battery -Revised: Test of Cognitive Ability, Wechsler Memory Scales -Revised.

Qualifications of Persons Conducting the Assessment: Learning disability evaluations must be provided by licensed professionals such as educational psychologists, school psychologists, neuro-psychologists, learning disabilities specialists and medical doctors with training in the evaluation of learning disabilities. Diagnostic reports must include the name, title, and credentials of the evaluator and should be presented on letterhead.
Reports by special education teachers and/or tutors are not acceptable.

**Age of Documentation:** Accommodations are primarily based upon assessment of the current impact of the student’s disability(ies) on his/her academic performance. Therefore, learning disability documentation should have been completed within three years. If evaluation documents are more than three years old, students may be required to provide a more recent diagnostic assessment.

**Implementing Recommended Accommodations:** Upon receiving the learning disability evaluations, the Assistant Dean of Students will review the recommendation(s) for accommodations and support services and will consult with the Director of Counseling Center for further review of the recommendations. Appropriate accommodations will be offered only after meeting with the student and may require further interviews with selected members of the University’s administration.

**Release Forms:** If a student needs accommodations that require the Assistant Dean of Students to contact faculty, administrators or outside agencies, the student will be asked to sign a release form. The signed release form allows the Assistant Dean of Students or the Dean of Students to share information on the student’s disability(ies) with appropriate professionals.

**Duration of Accommodations:** Accommodations are made only during the semester(s) when a student is actively participating in course work. A student will not be granted accommodations if his/her accommodation request pertains to academic performances prior to the diagnosis of a learning disability(ies).

**Responsibilities of Students Seeking Accommodations:** It is the student’s responsibility to arrange for testing and to incur the cost of evaluations. It is strongly recommended that a student with a learning disability(ies) submit documentation to the Assistant Dean of Students at the time of admission to the University. Any student with a disability(ies) must keep a copy of his/her disability documentation for his/her own records.

Students in CAS or SSOM should submit documentation to:

Suffolk University
Dean of Students Office
8 Ashburton Place
Boston, MA 02108
617-573-8239, TDD 617-557-4875
617-742-2582 (Fax)
Accommodations for Attention Deficit Hyperactivity Disorder

Students who are seeking accommodations for Attention Deficit Hyperactivity Disorder (ADHD) are required to provide documentation to the Dean of Students Office. The documentation must include information that can be used in establishing the need for appropriate accommodations. A student with a disability is one who: a) has a physical or mental impairment that substantially limits one or more of major life activities; b) has a record of such impairment; or c) is regarded as having such impairment.

Acceptable Documentation: Students with Attention Deficit Hyperactivity Disorder must present documentation from licensed mental health professionals such as psychiatrists, psychologists and physicians. The documentation must include the following:

• Developmental history.
• Assessment tools used in the evaluation.
• Learning areas impacted by ADHD.
• A medical or clinical diagnosis.
• A clear statement of ADHD including the reason for diagnosis.
• Qualitative and quantitative information supporting the diagnosis.
• The relevance of recommended accommodations(s) in relation to the student’s disabilities.
• Medical prescription, if any, including its effects and side effects.

Age of Documentation: Accommodations are primarily based upon assessment of the current impact of the student’s disability(ies) on his/her academic performance. Therefore, ADHD documentation should have been completed within three years. In certain cases, updated information may be required.

Implementing Recommended Accommodations: Upon receiving the disability evaluations, the Assistant Dean of Students (CAS and SSOM) will review the recommendation(s) for accommodations and support services and will consult with the Director of the University Counseling Center for further review of the recommendations. Appropriate accommodations will be offered only after meeting with the student and may require further interviews with selected members of the University’s administration and/or faculty.
Duration of Accommodations: Accommodations are made only during the semester(s) when a student is actively participating in course work. A student will not be granted accommodations if his/her accommodation request pertains to academic performances prior to the diagnosis of ADHD.

Release Forms: If a student needs accommodations that require the Assistant Dean of Students to contact faculty, administrators or outside agencies, the student will be asked to sign a release form. The signed release form allows the Assistant Dean of Students or the Dean of Students to share information on the student’s disability(ies) with appropriate professionals.

Responsibilities of Students Seeking Accommodations: Students requesting accommodations for disabilities must arrange for testing and must incur the cost of such evaluations. It is strongly recommended that students with diagnosed disability(ies) submit such documentation to the Assistant Dean of Students at the time of admission to the University. Any students with a disability(ies) must keep a copy of his/her disability documentation for his/her own records.

Students in CAS or SSOM should submit documentation to:

Suffolk University
Dean of Students Office
8 Ashburton Place
Boston, MA 02108
617-573-8239, TDD 617-557-4875
617-742-2582 (Fax)

Accommodations for Physical and Medical Disabilities

Students who are seeking accommodations are required to provide documentation to the Dean of Students Office. The documentation must include information that can be used in establishing the need for appropriate accommodations. A student with a disability is one who: a) has a physical or mental impairment that substantially limits one or more of major life activities; b) has a record of such impairment; or c) is regarded as having such impairment.

Students may request accommodations for any and all of the following disabilities: blindness and visual impairment, deafness, hard of hearing, mobility impairment, or medical conditions such as cancer, epilepsy, trau-
matic brain injury, multiple sclerosis, asthma, AIDS and other invisible disabilities that may cause functional limitations.

**Acceptable Documentation:** Appropriate documentation is accepted from licensed professionals such as audiologists to confirm deafness or hard of hearing, ophthalmologists to confirm blindness or visual impairment and neurologists to confirm the existence of epilepsy, traumatic brain injury, multiple sclerosis or a spinal cord injury as well as psychologists and mental health professionals. The documentation should include a statement that verifies the individual’s disability, describes the disability’s current impact on the individual’s daily function, current medication and recommendations for necessary accommodations. Diagnostic reports must include the name, title, and credentials of the evaluator and should be presented on letterhead. A letter with a brief statement verifying the student’s disability(ies) is not considered an acceptable document.

Documentation from the Massachusetts Rehabilitation Commission, the Massachusetts Commission for the Blind, and the Massachusetts Commission for the Deaf and Hard of Hearing will be accepted for accommodation. All acceptable documentation should be on official letterhead.

**Implementing Recommended Accommodations:** Upon receiving the acceptable documentation, the Assistant Dean of Students will review the documentation and make decisions on appropriate accommodations. Actual accommodations will be offered only after meeting with the student and may require further interviews with selected members of the University’s administration and/or faculty.

**Age of Documentation:** Accommodations are primarily based upon assessment of the current impact of the student’s disability(ies) on his/her academic performance. Therefore, the documentation should have been completed within three years. If evaluation documents are more than three years old, students may be required to provide a more recent diagnostic assessment. This process will assist us in establishing appropriate accommodations.

**Release Forms:** If a student needs accommodations that require the Assistant Dean of Students to contact faculty, administrators or outside agencies, the student will be asked to sign a release form. The signed release form allows the Assistant Dean of Students or the Dean of Students to share information on the student’s disability(ies) with appropriate professionals.
**Duration of Accommodations:** Accommodations are made only during the semester(s) when a student is actively participating in course work. A student will not be granted accommodations if his/her accommodation request pertains to academic performances prior to the diagnosis of a disability(ies).

**Responsibilities of Students Seeking Accommodations:** It is the student’s responsibility to arrange for testing and to incur the cost of evaluations. It is strongly recommended that a student with physical disability(ies) submit documentation to the Assistant Dean of Students at the time of admission to the University. Any student with a disability(ies) must keep a copy of his/her disability documentation for his/her own records.

Students in CAS or SSOM should submit documentation to:

Suffolk University  
Dean of Students Office  
8 Ashburton Place  
Boston, MA 02108  
617-573-8239, TDD 617-557-4875  
617-742-2582 (Fax)

**Accommodations for Psychiatric Disabilities**

Students who are seeking accommodations for psychiatric disabilities are required to provide documentation to the Dean of Students Office. The documentation must include information that can be used in establishing the need for appropriate accommodations. A student with a disability is one who: a) has a physical or mental impairment that substantially limits one or more of major life activities; b) has a record of such impairment; or c) is regarded as having such impairment.

**Acceptable Documentation:** Students with psychiatric disabilities must present documentation from licensed mental health professionals such as psychiatrists, psychologists, physicians and social workers. The documentation must include the following:

- Diagnosis and psychological test results, where appropriate.
- Summary of treatment and medication recommendations.
- Learning areas impaired by the mental disorder.
- Evaluation of ability to function in a college environment.
- Recommendation for continued treatment.
Recommendation for accommodations and the time period for which academic accommodations are recommended. The relevance of recommended accommodation(s) in relation to the student’s disabilities must be included as part of the diagnostic evaluation.

Age of Documentation: Accommodations are primarily based upon assessment of the current impact of the student’s disability(ies) on his/her academic performance. Students with psychiatric disabilities are granted accommodations for 12 months. Should there be a need for extended accommodations, written recommendations by a qualified mental health professional must be provided.

Implementing Recommended Accommodations: Upon receiving the disability evaluations, the Assistant Dean of Students (CAS, SSOM) will review the recommendation(s) for accommodations and support services and will consult with the Director of the University Counseling Center for further review of the recommendations. Appropriate accommodations will be offered only after meeting with the student and may require further interviews with selected members of the University’s administration and/or faculty.

Duration of Accommodations: Accommodations are made only during the semester(s) when a student is actively participating in course work. A student will not be granted accommodations if his/her accommodation request pertains to academic performances prior to the diagnosis of psychiatric disability(ies).

Release Forms: If a student needs accommodations that require the Assistant Dean of Students to contact faculty, administrators or outside agencies, the student will be asked to sign a release form. The signed release form allows the Assistant Dean of Students or the Dean of Students to share information on the student’s disability(ies) with appropriate professionals for accommodations.

Responsibilities of Students Seeking Accommodations: Students requesting accommodations for disabilities must arrange for testing and must incur the cost of such evaluations. It is strongly recommended that a student with disability(ies) submit such documentation to the Assistant Dean of Students at the time of admission to the University. Any student with a disability(ies) must keep a copy of his/her disability documentation for his/her own records.
Students in CAS or SSOM should submit documentation to:

Suffolk University
Dean of Students Office
8 Ashburton Place
Boston, MA 02108
617-573-8239, TDD 617-557-4875
617-742-2582 (Fax)

**Faculty**

Students who need accommodations are required to meet with the Assistant Dean of Students to review their needs and receive accommodation letters. Students must also provide appropriate documentation. Then students must meet with each faculty member early in the semester to confirm the specific accommodations. The following process is strongly suggested to all students who need accommodations from faculty members:

- Introduce yourself to faculty and identify your disability.
- Explain your contact with the Dean of Students Office.
- Present your suggestions by identifying the types of accommodations that will work for you in classrooms and during examinations.
- Make it clear that you are a serious, motivated student who will succeed in their class if reasonable accommodations are made for your specific needs.
- If you encounter unsatisfactory conditions in working out your accommodation request, notify the Dean of Students Office.
Disability Support Services

Dean of Students Office

The Dean of Students Office (DOS), located at 73 Tremont Street, 12th Floor, is the central administrative liaison for students with disabilities. The Office is responsible for accommodations in accordance with the Americans with Disabilities Act. The services provided by the DOS include:

• Assessing student needs.
• Making recommendations or referrals to University offices, support centers, as well as outside agencies.
• Facilitating arrangements for students needing academic as well as other assistance and responding to requests for special assistance.
• Verifying disabilities documentation and approving accommodations (see below).

Accommodations

Braille Translation: Massachusetts Association for the Blind (MAB) provides services in translating books into Braille. For further information, read the section on MAB.

Class Scheduling: Faculty advisors will assist students in selecting a class schedule that meets their needs. Scheduling will be particularly important for students whose disability limits their travel time around campus. Concerns relating to accommodations for specific courses and individual class requirements should also be discussed with advisors as students prepare their class schedule each semester.

Early Registration: Early Registration is an accommodation offered through the DOS Office for students with documented disabilities. The accommodation allows eligible students to register one week prior to the beginning of scheduled registration dates. In order to be eligible, students must meet the following criteria:

1. You must have disability documentation on file with the DOS Office in order to be eligible for this accommodation. The Assistant Dean of Students will determine the appropriateness of this accommodation based on your documentation.
2. Meet with your faculty advisor to determine appropriate course selection for the semester. Secure faculty advisor’s signature on the Early Registration Approval Form (available through the DOS Office).

3. Bring completed form to the Assistant Dean of Students in the DOS Office for approval. Form will not be accepted by the Registrar’s Office without DOS Office approval. *

   *Students may not qualify for Early Registration if they: a) owe the University money, tuition or other charges, b) are not enrolled in the University’s student health insurance program or do not have their own insurance, and/or c) are not immunized.

4. Take Early Registration Form to Student Accounts for approval, then submit to the Registrar’s Office. In most cases, you will be issued your new schedule as you wait.

Please be aware that students who fail to follow the above procedures within the allotted timeline will use the normal registration process and register via the web at the assigned time for their student class. For tuition balance information, call the Student Accounts Office at 617-573-8407. For insurance and immunization information, call the Health Services Office at 617-573-8260.

**Interpreters:** Students who are hearing impaired and wish to request interpreters, CART services or cued speech transliterators should notify the Assistant Dean of Students Office immediately after registration.

**Note-Takers:** Students who require note-takers because of a specific disability, must contact the Assistant Dean of Students well in advance of the beginning of a semester to allow sufficient time for proper accommodations. The Office often recommends that the instructor confidentially seek volunteers in the class. Students will be advised about the process.

**Readers:** Students who need readers because of visual impairment or learning disability, must contact the Dean of Students Office prior to the beginning of classes for each semester.

**Seating and Classroom Changes:** The Dean of Students Office works with other University offices to make sure all classrooms are accessible to students with disabilities. Accommodation requests should be made a week before classes begin.

**Books on Tape:** Students with visual impairment, physical or learning disabilities may need to have books taped. Taping textbooks is done through Recording for the Blind & Dyslexic (RFB&D).
Recording a book takes at least two months. Students will not be able to have books taped if they wait until registration to get book lists. Students should contact faculty about three (3) months before the beginning of the term (for Fall semester start by June 1, for Spring semester start by October 1, for Summer semester start by March 1) to request book lists for courses.

Students using taped textbooks will need a four-track, two-speed tape recorder (available in the Ballotti Learning Center or as a loan at Media Services). Any student receiving financial assistance from the Massachusetts Commission for the Blind may obtain recorders from the Commission.

**Taping Lectures:** When taping a lecture is needed due to a hearing, mobility, learning disability(ies) or sight impairment, it is the responsibility of the student to make arrangements with the professor. The initial request must be submitted to the Dean of Students Office.

**Referrals:** The Assistant Dean of Students makes referrals to other appropriate offices, support centers, professors, or outside agencies as necessary.

**Test Accommodations:** Students who are mobility impaired or who have a learning disability and require testing accommodations should contact the Assistant Dean of Students the first week of each semester. It is the student’s responsibility to schedule exams with the instructor if they cannot be taken with the rest of the class. Faculty may arrange testing accommodations with the Ballotti Learning Center to administer exams. Students who neglect to notify faculty, at least one week before a scheduled exam, may risk losing accommodation privileges.

**Tutorials:** Tutorials are available to all University students through the Ballotti Learning Center. Students with physical or learning disabilities requesting special consideration or additional tutoring should contact the coordinator of the tutorial programs at the Center or the Learning Disabilities Specialist at 617-573-8235.

**Advising:** Advising on Americans with Disabilities Act, student rights and privileges and institutional accommodations is offered by the Assistant Dean of Students. To make an appointment, call 617-573-8239.

For more information, call 617-573-8239 or TDD 617-557-4875.

**Extended-Time Testing**

The following has been excerpted from the Policy on Extended Time
Testing at Suffolk University. To view the policy in its entirety, go to www.suffolk.edu/disabilities or contact the Dean of Students Office.

Extended Time

Suffolk University students with a disability (Learning, ADHD, Physical, Psychiatric, and/or Medical) who have submitted complete and appropriate documentation to the Dean of Students (DOS) Office may be eligible to receive classroom accommodations. The policy on extended time at Suffolk includes both extended time for exams and extensions on coursework. For student eligibility guidelines, visit the website at www.suffolk.edu/disabilities.

At Suffolk University, extended time for exams constitutes “time and a half” based on standard course time (i.e., under this accommodation, a 50-minute course will provide a student with 75 minutes to complete an exam). Standard course times can be found on page 31 of the Suffolk University Catalog. Instructors may provide this accommodation by administering the exam through the Ballotti Learning Center (BLC), or by allowing a student extended time directly before or immediately after a scheduled exam time, during office hours, or at any other mutually agreed upon time and location. The DOS Office strongly discourages the allowance of “time intervals” while taking an exam (e.g., allowing a student to begin an exam, leave to attend another class, and return to complete the exam). Exams should be completed during the initial administration of the exam. Only under extraordinary circumstances will this accommodation extend beyond 3 hours. Extended time for exams will often be accompanied by the accommodation of separate setting for exams.

Accommodations

Measuring student progress in the classroom is an essential component of the educational process for all students. Providing reasonable accommodations to a student with a disability does not guarantee success on exams. Remember that students with disabilities may not master the course content, just like other non-disabled students. Students with disabilities have the same right as other students to fail as part of their educational experience. That being said, some students with disabilities require that testing procedures be adapted to ensure the measurement of the student’s academic achievement, not the functional limitations caused by the student’s disability. The purpose of extended time testing is to minimize the impact of the disability on the student’s performance. Extended time on tests assures
equal opportunity to show content mastery by providing time that is necessary to compensate for the disability.

To create a fair testing situation, students may need some or all of the following accommodations: extended time on tests, accessible test site, special equipment (i.e., word processor), readers and/or scribes, alternative format (i.e., large print), or reduced distraction test environment.

Using the BLC to Administer an Extended-Time Exam

Student Procedure:

• Student requests services through the DOS Office.

• Upon request for services and receipt of appropriate supporting documentation, the DOS Office drafts a letter authorizing extended time for exams.

• Student picks up letter from DOS Office and hand delivers to the instructor (preferably within first two weeks of semester).

• Student meets with instructor to discuss special needs in course and determine testing accommodations.

• Student must initiate arrangements with instructor at least one week prior to exam date.

• Exams are scheduled based on times available through the BLC unless the student and instructor agree upon alternative arrangements.

• Student will be permitted to enter the private testing area of the BLC (if appropriate) with only those materials specified on the Faculty Request Form for extended time testing.

Faculty Procedure:

• Instructors seeking the services of the BLC to facilitate this accommodation must submit a Faculty Request Form (the Form) to the Center. Forms are available at both the DOS Office, the BLC and online at www.suffolk.edu/disabilities.

• Forms must be received by the BLC at least one week prior to requested exam date.

• The Form will provide directions for the exam and must be filled out completely to ensure that the exam is administered correctly (i.e., if notes are permitted, if it is an open book exam, special instructions, etc).

• The completed Form and directions for the exam should be sent directly to Tim Brown at the Ballotti Learning Center in Donahue 208.
• The BLC should receive a Form with each exam delivered to the BLC.
• Instructors are responsible for delivering the exam to the BLC at least one day prior to the scheduled examination. Failure to provide advanced notice may result in loss of requested time/testing space.
• Under no circumstances should exams be delivered to the BLC through interoffice mail.
• When the exam is completed, it will be picked up or returned to the instructor by the BLC. This preference is denoted on the Form.

Please Note:

*Instructors may also provide this accommodation by allowing a student extended time directly before or immediately after a scheduled exam time, during office hours, or at any other mutually agreed upon time and location.*

*Currently, the BLC is experiencing significant space constraints and may not be able to accommodate your request at your preferred time. Departments and instructors who are able to accommodate the extended time request of students are encouraged to do so.*

**Shared Responsibility**

Students with disabilities have the first responsibility to report their needs to the faculty in a timely manner as faculty are not required to anticipate students’ special needs. Faculty should state on the syllabus that students inform them of their special needs as soon as possible to ensure that those needs are met in a timely manner. If a student waits until the day of an exam to ask for extended time or a separate testing area, the student has failed to make the request in a timely manner. If the student fails to ask for extended time until late in the semester, the instructor is only required to provide accommodations from that time forward and does not need to offer make up exams. When a student discloses a disability, faculty members should ask what they could do to facilitate learning.

**Service Animal Policy**

In accordance with the Americans with Disabilities Act, service animals are permitted in University facilities for persons with documented disabilities. A service animal is any guide dog, signal dog or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including but not limited to guiding individuals with impaired vision, alerting individuals with impaired hearing, providing
minimal rescue or protection work, pulling a wheelchair or fetching dropped items. The service the animal is providing must be directly related to the functional limitation of the person’s disability.

Service animals whose behavior poses a direct threat to the health or safety of others or is disruptive to the college community may be excluded, regardless of training or certification.

Requirements of service animals and their partners/handlers

1. **Training:** To work on campus, a service animal must be specifically trained to perform a service function. Evidence of successful completion of a recognized licensing or certification program for service animals, or a letter documenting training, is required. A copy of the proof of certification should be on file with the Dean of Students Office (for students) or Human Resources Office (for faculty/staff).

2. **Identification:** The service animal must wear a harness, cape, identification tag or other gear that readily identifies its working status.

3. **Control:** The partner/handler must be in full control of the service animal at all times. The care and supervision of a service animal is solely the responsibility of its partner/handler.

4. **Leash:** The service animal must be on a leash at all times.

5. **License and Tags:** All service animals must have an owner identification tag. If the service animal is a dog, it must be licensed from an approved training program or have current license and tags from local authorities.

6. **Health:** The service animal must be in good health. Animals to be housed in campus housing must have an annual clean bill of health from a licensed veterinarian. The service animal must have current vaccinations and immunizations against diseases common to that type of animal. All service animals must wear a current rabies vaccination tag.

7. **Clean-up Rule:** The partner/handler must (a) always carry equipment sufficient to clean up the animal’s feces whenever the animal and partner/handler are off the partner’s property; (b) never allow the animal to defecate on any property, public or private (except the partner’s own property), unless the partner or handler immediately removes the waste; (c) be responsible for the proper disposal of the animal’s feces and for any damage caused by the waste or its removal.
Conditions for keeping a service animal

1. **Disruption:** The partner/handler of a service animal that is unruly or disruptive (e.g., barking, running around, nipping, bringing attention to itself) may be asked to remove the animal from University facilities. If the improper behavior happens repeatedly, the partner/handler may be required to take significant steps to mitigate the behavior before bringing the animal into any University facility. Mitigation may include muzzling a barking animal, obtaining refresher training for both the animal and the partner, or other appropriate measures.

2. **Ill Health:** Service animals that are ill should not be taken into public areas. A partner/handler with an ill animal may be asked to leave University facilities.

Procedures for relating to service animals and their partner/handler

In relating to service animals and their partner/handlers, faculty, staff and students should:

1. Allow a service animal to accompany the partner/handler at all times and everywhere on campus, except where service animals are specifically prohibited due to health, environmental, or safety hazards (e.g., certain research laboratories, mechanical rooms, custodial closets, areas where protective clothing is necessary, or areas were there is a danger to the animal).

2. Always speak to the partner/handler first, but remember that they are not walking “show and tell” exhibits.

3. Refrain from petting, feeding, or deliberately startling a service animal. Resist the temptation to offer treats to the service animal.

4. Immediately report any disruptive behavior of a service animal to University Police. No attempt should be made to separate a partner/handler from his or her service animal.

5. Any questions regarding service animals or their partner/handlers should be directed to the Dean of Students Office (for students) or Human Resources (for faculty/staff).
Academic Support Centers

Ballotti Learning Center

The Ballotti Learning Center, located on the 2nd floor of the Donahue Building, offers academic assistance in a variety of subject areas to those who are in need of support services. The services provided at the Center include tutorials, study groups, and mentor programs for AHANA (African-American, Hispanic, Asian and Native American) students.

Learning Disability Services

Students with documented learning disabilities (students must first submit disabilities documentation to the Dean of Students Office in order to receive disabilities services) who need assistance in understanding their learning disability diagnosis and developing compensatory strategies should contact the Ballotti Learning Center Learning Disabilities Specialist. The Learning Specialist will meet with a student and provide a learning style assessment of how the student may fit into the University. A discussion of psycho-educational documentation from a neuropsychologist or other qualified professional will be reviewed by the student, and any questions that arise are discussed for clarity of purpose. A student can also be matched with a tutor for academic tutorials, study skill strategies, and time management coaching. Whenever necessary, referrals are made to additional support services on and/or off campus. For specific accommodations, students are referred to the Dean of Students Office.

Below is a list of the various services that may be provided by the Learning Specialist:

• Learning disability consultation
• Learning style assessment
• Academic coaching
• ADHD management
• Accommodation consulting
• Tutor matching
• Reading & writing support
• Referrals & recommendations
• Assistive technology advising
• Academic action plan review
• Self-advocacy support

The Learning Specialist is available to meet with students on a regular basis to review adjustment and progress. Students are encouraged to make at least one appointment each semester to reassess their needs. Questions related to learning disabilities should be directed to the Learning Specialist at the Ballotti Learning Center by calling 617-573-8235. Consultations are available by appointment.

Second Language Services

English as a Second Language (ESL) Program; English Language for Internationals Program (ELI); Language Related Services and Tutoring

The Second Language Services (SLS) Office is located on the 1st Floor of 20 Ashburton Place. It is open from 9 a.m.-5 p.m., Monday-Friday during the academic year, and from Monday–Thursday during the summer. Tutoring is provided to all second language undergraduate and graduate students free of charge. Students who have been admitted to the ESL or ELI programs should stop by or make an appointment with Linda Foley-Vinay, SLS Director, or Lisa Renery, ESL Coordinator, at 617-573-8677. Second language students with disabilities should identify themselves to Linda Foley-Vinay at the beginning of a semester and will be referred to the Dean of Students Office for accommodations.

Math/CS Support Center

The Math/CS Support Center, operated by the Department of Mathematics and Computer Science, offers a variety of services to the University. The Center offers tutoring to math students through its Math Help program, help for computer science students in its Programming Help program, and special sessions for those students who need review before starting Math 104, Math 106, or Math 121 through Mathshop. These services are offered during day and evening hours in the Fall, Spring, and Summer semesters. The Center administers and grades a Math Placement Exam used to assess the preparedness of new students to successfully complete math courses of various levels.

Complete schedules are published at the start of each semester and are available from the MSC and on the Web at www.cs.suffolk.edu.
The main office for the Center is located in Fenton 636. Please call 617-973-5336 for more information.

Students who need special considerations from the MSC should fill out a release form with the Assistant Dean of Students.

Writing Center

Located in the Fenton Building, Room 203, the Writing Center offers tutorials in writing, reading, research and literary analysis. Tutorials are scheduled Monday–Friday, 9 a.m.–5 p.m. Since the Writing Center does NOT offer drop-in tutoring, students need FIRST to register in person during open registration hours posted each semester at the Center. Registration takes approximately 20 minutes and tutoring usually begins in a few days. The service is free of charge.

Telecommunications Device for the Deaf

There are six TDD machines available in various locations around the University:

- **Dean of Students Office:** 617-557-4875 (73 Tremont, 12th Floor)
- **Human Resources:** 617-227-8130 (1 Beacon, 25th Floor)
- **University Police:** 617-557-4874 (Donahue Lobby)
- **University Residence Hall:** 617-723-5746 (150 Tremont, 1st Floor)
- **Undergraduate Admissions:** 617-557-4876 (20 Beacon, 5th Floor)
- **Law School Admissions:** 617-557-4820 (120 Tremont, 1st Floor)

The TDD in the Dean of Students Office may be used during regular office hours by students with hearing impairments for local calls, as well as for making arrangements related to a student’s disability.

Assistive Technology

Assistive technology equipment is located in the Ballotti Learning Center on the 2nd Floor of the Donahue Building and can be accessed by contacting the Learning Disability Specialist at 617-573-8235. The Center is equipped with the following assistive technology:

**Kurzweil 3000** is a Microsoft®’s Windows®-based software program that offers a comprehensive set of tools for Language Learning, Study Skills, and Test Taking in one software package. It is highly flexible and customizable to accommodate diverse learning abilities and requirements
from low visual impairments to severe learning disabilities to foreign language learning. All features of Kurzweil 3000 are designed to extend the essential learning process by reinforcing mastery of the subject matter and allowing users to work as efficiently and independently as possible.

**Inspiration 7** Inspiration®’s integrated diagramming and outlining views work together to help students with brainstorming, writing, organizing, and comprehending concepts and information. Inspiration software can be used across the curriculum to analyze complex topics, brainstorm and explore ideas, improve writing proficiency, and develop planning skills.

**Zoomtext 8.1 Magnifier/ScreenReader** is a magnification and screen reading program designed for people with a visual impairment. ZoomText 8.1 echoes typing, reads information pointed to by the mouse, and speaks program events as they occur. Flexible verbosity settings give you complete control over the amount of information spoken by ZoomText. The new AppReader reads documents, web pages and email from within the parent application. ZoomText’s specialized application support for Microsoft Word, Excel, Outlook, Internet Explorer, Acrobat and Java allows you to read documents and web pages with 100% accuracy.

**JAWS 4.0 for Windows** works with your PC to provide access to today’s software applications and the Internet. With its internal software speech synthesizer and the computer’s sound card, information from the screen is read aloud, providing technology to access a wide variety of information, education, and job-related applications. JAWS also outputs to refreshable Braille displays, providing Braille support of any screen reader. A training tutorial is also included.

**Dragon Naturally Speaking** works entirely by voice or combining voice with a keyboard and a mouse. Users can dictate any text or numbers into their favorite application and can immediately see what they say right in the application. Functionality includes moving around documents, formatting paragraphs, activating pull-down menus and dialog boxes, and even commanding the mouse by voice. Users see what they say right on the screen to initiate commands. Dragon Naturally Speaking features 120,000 words and names in its dictionary and 60,000 active words. Interested students who are not familiar with the system may need to spend 3-4 hours with a tutor to learn the system.

**Victor Reader** is an intuitive “digital talking book playback” software package that is good for classroom, lab or home use. The environment
includes a dropdown menu and split screen view with simple layout and hot-key commands for navigation and control.

**Fonix iSpeak** is a powerful and flexible personal reader with functionality that allows the user to modify the program to perform a number of unique tasks designed for individual use.

**CoWriter** is an intelligent word prediction program that predicts vocabulary based on letter-by-letter typing. It works with any word processor to reduce the keystrokes needed to complete an intended word. It will guess the intended word even when misspelled.

**Quictionary II Reading Pen** is a portable reading tool that allows you to scan a word and hear the pronunciation as well as hear its definition read aloud. The built-in display panel shows the word and definition instantly.

**AlphaSmart (Pro/3000/Neo)** is a laptop battery-operated word processor that lets users take notes, then be able to transfer the text to a computer. It can be connected to an outlet using an optional AC adapter.

- **AlphaSmart Neo** is a rugged and lightweight learning tool that can be used anywhere, with 700 hours or more of operation on 3 AA alkaline batteries.
- **AlphaSmart 3000** can store approximately 100 pages of single-spaced text in 8 files. Powered by 3 AA batteries for 700+ hours of typical use.
- **AlphaSmart Pro** has a storage capacity of 180 KB, about 64 pages of text and runs for 80 to 200 hours on 2 AA batteries.

**Scanner** The HP Scanjet 5550c digital flatbed scanner produces professional-quality results with up to 2400-dpi and 48-bit color for everything you scan—text, graphics, and photos. Scan multiple pages unattended using the included 35-page automatic document feeder. This scanner can be used with Kurzweil 3000.

**Braille Printer** (Romeo Attaché Embosser) is a transportable printer that weighs less than 17 pounds, uses 8.5-inch wide tractor paper, prints Braille at 15 characters per second, and includes three ports (including a USB port) for easy connectivity.
Students are encouraged to use the following Internet sites for more information on disability topics:

- **International Dyslexia Society**  
  www.interdys.org/

- **Dyslexia, The Gift**  
  www.dyslexia.com

- **Learning Disabilities of America**  
  www.ldanatl.org

- **LD Online**  
  www.ldonline.com

- **LD Resources**  
  www.ldresources.com

- **The Instant Access Treasure Chest**  
  www.fln.vcu.edu/ld/conf.html

- **Recording for the Blind & Dyslexic**  
  www.rfbd.org

- **Assistive Technology**  
  www.suite101.com

- **The Special Ed Advocate**  
  www.wrightslaw.com

- **Internet Special Education Resources**  
  www.iser.com

- **Attention Deficit Disorder**  
  www.oneaddplace.com

- **ADD Resources**  
  www.addwarehouse.com/

- **National Attention Deficit Disorder Association**  
  www.add.org

- **Computer Technology in Special Ed & Rehab**  
  www.closing-the-gap.com

- **Center for Applied Special Technology**  
  www.cast.org

- **School Psychology Resources**  
  www.schoolpsychology.net
University Offices

Athletics

The Athletic Department, located in the Ridgeway Building, 148 Cambridge Street, is equipped with a basketball, volleyball, and running court on the basement level of the building. The Fitness Center is located on the 2nd floor. These facilities are accessible to all students. Special requests should be made directly to the Athletic Department at 617-573-8379.

Residence Life & Summer Programs

The Office of Residence Life & Summer Programs is responsible for establishing and maintaining a positive living/learning environment for students who live in on-campus housing. The Director of Residence Life & Summer Programs and the resident assistants live in University housing and are responsible for the day-to-day operation of all residence facilities. They support, coordinate and oversee the social and educational programs and services that take place in the residence halls. The Director of Residence Life & Summer Programs works closely with the Dean of Students Office, Health Services, Counseling Center, Student Activities, University Police and other campus services to ensure the academic and social well-being of all resident students. Residence Halls are fully accessible. Students with sight, hearing or physical impairments must contact the Director prior to moving into the Residence Hall for appropriate accommodations.

Medical Considerations in Housing

All students who participate in the Room Selection Process are encouraged to select a room that best meets their individual needs. Students with documented disabilities or other impairments who can demonstrate that the room they selected does not reasonably meet their needs may be eligible for room re-assignment following the Room Selection Process. These students should submit a written statement explaining why their chosen room fails to meet their needs to the Director of Residence Life & Summer Programs by the deadline indicated on the room assignment handouts. It is important that students include their housing preference in a written statement.
Appropriate documentation from current attending physician(s) or a verification letter from the Assistant Dean of Students should accompany the letter. A limited number of rooms have been designated for students with special needs. Actual placement will be made based on demonstrated need and priority level. Additional documentation may be requested by the University to evaluate the request for room re-assignment. The Directors of Residence Life & Summer Programs, Health Services and the Counseling Center will review the information and determine whether re-assignment is warranted. Re-assignment requests will be answered in writing as soon as the re-assignment process is completed.

**Off-Campus Housing**

Suffolk University’s Off-Campus Housing Office is located on the 7th floor of 73 Tremont Street. The Off-Campus Housing Office provides apartment listings, maintains information on alternative housing such as free room and board in exchange for limited work, and connects students with other students who need roommates. For housing information, call 617-573-8647, or visit their web site at: www.suffolk.edu/ocho/index.html.

**Library**

The Sawyer Library will provide assistance to students with disabilities as needed in the search and selection of research materials.

The library is wheelchair accessible. If additional arrangements are required, students should make their needs known at either the Circulation or Reference Desks or by calling 617-573-8532.

**Campus Ministry**

The Office of Campus Ministry and Interfaith Center exist to help students, faculty and staff meet their spiritual, moral and social needs. The Center offers a meditation room, as well as an 18-seat Interfaith Room, to members of the University’s many religious traditions. The University Chaplain serves as a counselor and spiritual guide. All are invited to the Interfaith Center, located on the 5th floor of the Donahue Building, to discuss whatever personal, social, or religious concerns they might have. Programming related to any of the above topics can be provided by the Chaplain. Upon request, arrangements can be made with other religious leaders for counseling and guidance.
The Interfaith Center is accessible to special needs students. Meeting space is handicapped accessible. Upon request, religious materials and information are available in large print editions or on cassette tape. Please contact the Office of Campus Ministry or the Dean of Students Office for more information by calling 617-573-8325, or visit their web site at www.campusfaith.org.

Career Services and Cooperative Education

The Career Services and Cooperative Education Office is located on the 1st floor of 20 Ashburton Place. The Office assists students in developing career objectives, alternatives and job search strategies. Some of the services provided by the Office include the following:

• Career counseling
• Assistance in selecting a major
• Internships
• Part-time jobs
• Cooperative Education placements
• Workshops and mini courses
• Resume writing
• Interview skill building

The Office houses books, magazines and pamphlets published for people with disabilities to assist them in their job and career search, including “Job Strategies for People with Disabilities,” “Job Hunting for the Disabled,” and “Careers for the Disabled.” Students who need special consideration should contact the Office at 617-573-8480.

Counseling Center

The Counseling Center helps students function more effectively by assisting them in defining and implementing their personal and academic goals. Among the available services are:

• Individual and group counseling
• Vocational and personality testing
• Courses, workshops and consultations to help improve interpersonal, relationship and communication skills
• Advocacy for students when they experience personal or academic difficulties during the academic year
• Referrals for disability testing and review of accommodation requests

The Counseling Center is located in the Ridgeway Building, Room 305. Services are available Monday–Friday from 8:00 a.m.–4:30 p.m., and evenings by appointment at 617-573-8226.

Health Services

In addition to the regular health services provided to all students, the Health Services Office is available to provide on-site assistance to students with physical disabilities. Students who anticipate that medical needs may arise while they are on campus should discuss their disability in advance with the Health Services staff so they can be prepared to provide appropriate assistance. The Office is located at 73 Tremont Street, 5th Floor. During the academic year, office hours are Monday–Thursday, 8:00 a.m.–7:00 p.m., and Friday from 9:00 a.m.–5:00 p.m. Summer hours are Monday–Friday, 8:15 a.m.–5:30 p.m. Appointments can be made by calling the Office at 617-573-8260.

Services for International Students

The Center for International Education addresses the concerns and issues faced by international students. Students with disabilities should inform the International Student Advisor about their disabilities prior to registration. The International Student Advisor will refer students to the Dean of Students Office at 617-573-8239 or TDD 617-557-4874 for accommodations. For additional information, call 617-573-8154.

University Police

Suffolk University Police are available 24 hours a day if students are in need of assistance. The central office is located on the 1st floor of the Donahue Building. For further information, call 617-573-8333. In case of an emergency, call 617-573-8111 or TDD 617-557-4874.
Additional Information

Wheelchair Lifts

Suffolk University classroom buildings are all wheelchair accessible. In addition to the elevators, there are three wheelchair lifts that can be accessed by using operating keys. Individuals who need to use the lifts should contact the following offices to receive keys and operation instructions:

- For the Archer Building and the Fenton Building Extension, contact the Office of the Dean of the College of Arts and Sciences at 617-573-8268.
- For the Frank Sawyer Building, contact University Police at 617-573-8333.
- In the event of accessibility problems, contact the Dean of Students Office at 617-573-8239.

Parking and Transportation

There are a few City of Boston off-street parking spaces available for people with disabilities near University buildings.

The MBTA offers a variety of support for persons with disabilities. First, it offers all individuals with disabilities a statewide Transportation Access Pass, which provides reduced fare benefits on all public transportation lines. In addition, the MBTA will provide buses equipped with wheelchair lift devices on any of its routes when requested. Certain subway stations on the Red, Blue, Green and Orange lines, as well as 52 Commuter Rail stations, are wheelchair accessible. The MBTA also provides “The Ride,” a service offering a special lift-equipped van to anyone unable to use the general public transportation. All requests for services or further information on these special services are to be made to the MBTA's Office for Special Needs at 617-222-5123.

Grievance Procedure

Students with disabilities who believe they have received either inappropriate treatment or inadequate service from the University have the right to file a grievance report with the Assistant Dean of Students. See Policy and Procedures Handbook for complete grievance procedures.
Fire and Emergency Evacuations

Students who require assistance during an emergency are encouraged to identify themselves through the Dean of Students Office at 617-573-8239 or TDD 617-557-4875.

At the beginning of each semester, students with physical disabilities should provide the Assistant Dean of Students with their class schedule. With the student’s permission, a copy of his/her class schedule will be provided to the University Police who will keep this schedule readily available in the police dispatch office to ensure quick location if emergency building evacuation is required. It is also recommended that students identify several classmates who can report their location in an emergency to the University Police. For further information on evacuation procedures, refer to *Suffolk University’s Fire and Emergency Evacuation Procedures* or contact the University Safety Office at 617-573-8628 or University Police, 617-573-8333; TDD 617-557-4874.
Outside Services

When planning to attend any university or college, students are strongly advised to work with the Department of Rehabilitation or commissions such as the Massachusetts Rehabilitation Commission, the Massachusetts Commission for the Blind, the Massachusetts Commission for the Deaf and Hard of Hearing, or the Massachusetts Association for the Blind. These agencies provide various types of assistance based on the individual's disability. Students need to contact these offices well in advance to insure sufficient time to process requests.

For more information on such agencies, contact:

Information Center for Individuals with Disabilities
27-43 Wormwood Street
Boston, MA 02210
800-462-5015, TDD 617-345-9743

Massachusetts Commission for the Blind (MCB)

The Massachusetts Commission for the Blind is a state agency that provides a wide range of rehabilitation and social services to legally blind Massachusetts residents. The Commission defines “legal blindness” as people who have corrected vision of 20/200 or less in the better eye (i.e., one does not have to lose total vision to qualify for “legally blind” status). Students who want to receive services from the MCB are required to register with MCB. Registration is based on the results of a current eye examination. The physician must submit the results of the examination within 30 days to the MCB. The services include vocational rehabilitation, orientation and mobility instruction for safe independent travel, advocacy for blindness related issues, assistance with obtaining legal benefits, and adaptive skills training in Braille. The MCB has limited free courtesy services for out-of-state students.

For further information, call MCB at 617-727-5550 or write to:

Massachusetts Commission for the Blind
88 Kingston Street
Boston, MA 02111
Massachusetts Association for the Blind (MAB)

The Massachusetts Association for the Blind, Braille Translation Office provides services in translating books into Braille. Students are responsible for the fees related to the services.

For more information, call 617-738-5110 or Toll Free (in Massachusetts only): 800-682-9200.

Massachusetts Association for the Blind
200 Ivy Street
Brookline, MA 02446

www.mablind.org

Recording for the Blind & Dyslexic (RFB&D)

Recording for the Blind & Dyslexic is a non-profit organization which makes recordings of educational and professional books in all subjects and at all academic levels for the blind and individuals with physical or learning disabilities free of charge. These include textbooks, research materials, and a variety of computer manuals as well as fiction, drama, and poetry in a number of languages. Students who want recordings made will have to send two print copies of the material with instructions on how they would like the material to be recorded. Students will receive cassette tapes or CDs, each with up to six hours of reading on them. RFB&D requires documentation confirming the student’s print disability. Students can obtain lifetime RFB&D membership for $75.00. For further information, call 617-577-1111 or write to:

Recording for the Blind & Dyslexic
20 Roszel Road
Princeton, NJ 08540

Massachusetts Commission for the Deaf and Hard of Hearing (MCDHH)

The Massachusetts Commission for the Deaf and Hard of Hearing is the principal state agency serving on behalf of people who are deaf and hard of hearing. Services include coordinating a statewide interpreter referral service for people who are deaf and hard of hearing, referral for Computer Aided Realtime Translation (CART), screening and approving potential interpreters and related services.
For more information, call 617-695-7570 TTY, 800-530-7570 TTY or write to:
Massachusetts Commission for the Deaf and Hard of Hearing
(MCDHH)
150 Mt. Vernon Street, Suite 550
Boston, MA 02125
617-740-1600 Voice
617-740-1700 TTY
800-822-1155 Voice
800-530-7570 TTY
617-740-1699 Fax (Information Requests Only)
617-740-1880 Fax (Interpreter and CART Referral Only)
MCDHH.Office@state.ma.us
www.state.ma.us/MCDHH

Massachusetts Rehabilitation Commission

The Massachusetts Rehabilitation Commission is a state agency that provides comprehensive services for people with disabilities through a variety of programs. Services available include but are not limited to: diagnostic evaluation, restorative treatment and equipment such as wheelchairs, hearing aids, interpreters, telecommunications for the deaf, and limited financial aid (the amount of financial assistance depends on the client’s financial need and severity of the disability).

For more information, call 617-727-2183 or write to:
Massachusetts Rehabilitation Commission
27-43 Wormwood Street
Boston, MA 02210

Other agencies include the Massachusetts State Association for the Deaf at 617-388-9114 or TTY 617-388-9115 and Deaf Incorporated at 617-254-4041 TTY.

Verizon

Through a special program, Verizon distributes special telephone equipment to individuals who are mobility impaired, deaf, hard of hearing, and who have speech or vision impairments. Applicants must reside in Massachusetts and have the use of residential telephone service. To receive
equipment under this program, the student’s disability must be certified by either the Massachusetts Commission for the Blind, the Massachusetts Commission for the Deaf and Hard of Hearing, or the Massachusetts Rehabilitation Commission.

For more information call 1-800-974-6006 (V/TTY) or write:

Verizon
Customer Contact Center for Individuals with Disabilities
251 Locke Drive
Marlboro, MA 01752

If you have questions about Suffolk University services for students with disabilities, contact the Dean of Students Office at 617-573-8239, TDD 617-557-4875, FAX 617-742-2582 or write to:

Assistant Dean of Students
Suffolk University
8 Ashburton Place
Boston, MA 02108
# IMPORTANT TELEPHONE NUMBERS

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<thead>
<tr>
<th>Department</th>
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<tr>
<td>Main University Number</td>
<td>617-573-8000</td>
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<td>Admissions</td>
<td>617-573-8460</td>
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<td>TDD</td>
<td>617-557-4876</td>
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<td>FAX</td>
<td>617-742-4291</td>
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<td>Athletics</td>
<td>617-573-8379</td>
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<td>Ballotti Learning Center</td>
<td>617-573-8235</td>
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<td>Bursar's Office/Student Accounts</td>
<td>617-573-8407</td>
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<td>C. Walsh Theatre</td>
<td>617-573-8282</td>
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<td>Campus Ministry</td>
<td>617-573-8325</td>
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<td>Career Services &amp; Cooperative Education</td>
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<td>Counseling Center</td>
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<td>Dean, College of Arts &amp; Sciences</td>
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<td>Dean, Sawyer School of Management</td>
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<td>Dean of Students</td>
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<td>FAX</td>
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<td>Financial Aid</td>
<td>617-573-8470</td>
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<td>Gender Issues Council</td>
<td>617-573-8239</td>
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<td>Health Services</td>
<td>617-573-8260</td>
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<td>FAX</td>
<td>617-367-9405</td>
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<td>Housing (Off-Campus)</td>
<td>617-573-8647</td>
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<td>Hub, The.</td>
<td>617-994-4225</td>
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<td>Human Resources</td>
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<td>TDD</td>
<td>617-227-8130</td>
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<td>International Student Advising</td>
<td>617-573-8154</td>
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<td>Multicultural Affairs</td>
<td>617-573-8613</td>
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<td>Registrar</td>
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<td>Residence Life &amp; Summer Programs</td>
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<td>TDD</td>
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<td>Safety Officer</td>
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<td>Student Activities</td>
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<td>University Police</td>
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<td>TDD</td>
<td>617-557-4874</td>
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NOTICE OF NON-DISCRIMINATION

Suffolk University does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, Vietnam-era or disabled veteran status in its employment, admission policies, or in the administration of, operation of, or access to its academic and non-academic programs and policies. It does not discriminate on the basis of handicap in violation of Section 504 of the Rehabilitation Act of 1973. Inquiries regarding disabilities and Section 504 of the Rehabilitation Act of 1973 may be directed to the appropriate coordinator.

Students and applicants in College of Arts and Sciences and Sawyer School of Management
Dean of Students, 73 Tremont Street, 12th Floor, 617-573-8239; TDD 617-557-4875.

Students, employees, faculty and applicants in the Law School
Law School Dean of Students, 120 Tremont Street, 617-573-8157.

Faculty and faculty applicants in College of Arts and Sciences
Dean of the College, Donahue, 1st Floor, 617-573-8265.

Faculty and faculty applicants in Sawyer School of Management
Dean of the School, Sawyer, 8th Floor, 617-573-8300.

Other employees and applicants for employment
Director of Human Resources, One Beacon Street, 25th Floor, 617-573-8415.

Inquiries regarding Title IX and other federal and state non-discrimination legislation may be directed to the Director of Human Resources, One Beacon Street, 25th Floor, 617-573-8415; TDD 617-227-8130.