



# M E M O

**DATE:** December 15, 2023

**TO:** All Students

**FROM:** Jeremiah J. Sams, Esq., System Director for Compliance *J.J.S.*

**REF:** Disability Services

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The Southern University System (System) is fully committed to ensuring compliance with the requirements of the Americans with Disabilities Act of 1990, its Amending Act of 2008, Section 504 of the Rehabilitation Act of 1973, and relevant state law as it relates to students needing accommodations. As such, the System implemented a Disability Services Policy ([http://www.sus.edu/assets/sus/SU Board/130004-Disability-Services-Policy-11-1-23.pdf](http://www.sus.edu/assets/sus/SU_Board/130004-Disability-Services-Policy-11-1-23.pdf)) to unify our policies and procedures for Disability Services throughout all institutions in the System.

Please familiarize yourself with the System's Disability Services Policy ([http://www.sus.edu/assets/sus/SU Board/130004-Disability-Services-Policy-11-1-23.pdf](http://www.sus.edu/assets/sus/SU_Board/130004-Disability-Services-Policy-11-1-23.pdf)) as it is your responsibility to request accommodations. This process is for requesting accommodations due to: (1) Disability, Temporary Disability, English-Second Language (ESL), and Pregnant and Parenting.

We highly encourage that you register to request accommodations with the Disability Services Coordinator at least 30 days prior to the first day of class. This allows for time to review the documentation provided and engage in the interactive process. Accommodations are not retroactive, and the institutions are not obligated to provide accommodations until the application process has been completed and accommodations have been officially approved by the Disability Services Coordinator. **YOU ARE ENCOURAGED TO SUBMIT YOUR APPLICATION SOON!**

Beginning with the Spring 2024 semester, all institutions throughout the System will be accepting applications electronically at the following link:

[https://cm.maxient.com/reportingform.php?SouthernUnivAM&layout\\_id=8](https://cm.maxient.com/reportingform.php?SouthernUnivAM&layout_id=8)

If you have any questions, please reach out directly to your respective Disability Services Coordinator.

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