

The Center for Professional Education (CPE) meets the needs of a broad range of students learning a variety of topics in different academic settings. Students have different learning styles, and some students require additional services and support to participate fully in their academic program. Taking classes online can present challenges to students, especially for students who require accommodations through the Americans with Disabilities Act.

The [Office of Disability Services](#) (ODS) is available to students who may need academic accommodations to be successful. The individualized process to determine accommodations, which includes both approval and implementation, can be time consuming. Therefore, it is important that students contact ODS staff as early as possible, especially since no accommodations can be provided until the approval is granted.

The process begins by assessing your needs as they relate to specific guidelines, and the services are based on your current needs. These guidelines often include a clinical summary, a letter from your doctor/medical provider identifying the issues, and how they may affect your learning with suggestions to meet your needs.

There are three parts to having the necessary accommodations in place when classes start. It is up to you, the student, to initiate the process with ODS. CPE cannot provide any accommodations that do not originate from ODS.

Please follow these steps to begin the process.

1. Complete the [Request for Accommodation Form](#) (RAF). Fax (617-353-9646) or email (access@bu.edu) the form to ODS.
 - a. Leave it blank. Most CPE students are not issued a BU ID #.
 - b. On the form, mark the College/Program as MET. Add CPE and the program you are in.
 - c. You will indicate that you are an “Other” student.
2. Make an appointment with ODS staff by calling 617-353-3658 or email (access@bu.edu). Complete the [Student Intake Form](#) in advance of the meeting. Let them know that you'd like to have a telephone appointment, rather than an in-person one.
3. Documentation from your doctor/medical provider will be required. Please use the appropriate [form](#) to facilitate the process.