All students are asked to provide documentation when requesting accommodations for two reasons (1) To establish that the individual is a person with a disability (2) To determine appropriate accommodations. The documentation must establish that the person has a substantial limitation in a major life activity and is therefore an individual with a disability. Documentation may be required from more than one professional source in order to clearly identify the need for accommodations for individuals with multiple disabilities.

All documentation, regardless of source, should contain the following six essential features:
1. A diagnostic statement identifying the disability, date of the current diagnostic evaluation and the date of the original diagnosis.
2. A description of the diagnostic criteria or diagnostic tests used.
3. A description of how the disability affects one of the major life activities and the current functional impact of the disability.
4. Treatments, medications, assistive devices/services currently prescribed or in use.
5. A description of the expected progression or stability of the impact of the disability over time should be included.
6. Information describing the certification, licensure and or the professional training of individuals conducting the evaluation.

The age of the documentation will vary dependent on the type and nature of the disability. This variance occurs because some disability-related needs are static while others change rapidly. Detailed guidelines for documentation for each area of disability are available from the Coordinator for Disability Services.

The Coordinator for Disability Services shall make determination of reasonable accommodations for students based on appropriate documentation provided by the student. The authority to make such decisions on behalf of the institution has been assigned by the Vice President for Academic Affairs for academic program issues and by the Vice President for Business Affairs for non-academic program issues.

Once appropriate documentation has been supplied to the Coordinator for Disability Services and the determination has been made that the documentation supports the need for accommodation, the student and Coordinator for Disability Services will draw up an Accommodation Plan. The Accommodation Plan will remain in effect until either (1) the plan’s date of expiration passes or (2) the student requests an accommodation not previously listed on the plan. In the event of the second, the Accommodation Plan will be adjusted in accordance with the student’s documentation supporting the request.

The student is responsible for notifying faculty of any accommodations that he or she may be accessing in relationship to the faculty member’s class. The student will be given a memo from the Coordinator for Disability Services detailing the authorized accommodations.

If the accommodations listed in the Accommodation Plan are not provided or are not effective in providing equal access, the student or faculty member should follow the procedures for filing a grievance listed in Policy and Procedure 9.00. All other issues (i.e. housing, sporting events, facility access, etc.) should follow the grievance procedures outlined in Procedure 9.02. The Grievance Procedures are available from the Coordinator for Disability Services, the Dean of Students or the Vice President for Academic Affairs or our website: www.mssu.edu/disability-services.

Missouri Southern State University may consider a course substitution and/or waiver as a reasonable accommodation when it is shown that a student’s disability severely impacts his or her ability to complete a required course(s) for a degree program. The student should see the Coordinator for Disability Services to initiate this process.