

Disability Services

Melissa Locher, Coordinator of Disability Services

Learning Center, 417.625.9373

Mansion Classroom Building

Missouri Southern State College strives to assure that no qualified person with a disability shall, solely by reason of the disability, be denied access to, participation in, or the benefits of any program or activity operated by Missouri Southern. Each such qualified person shall receive reasonable accommodations to provide equally effective access to educational opportunities, programs, and activities in the most integrated setting appropriate unless provision of such reasonable accommodation would constitute an undue hardship on the College or would substantially alter essential elements of the academic program or course of study or would otherwise compromise academic standards. This policy shall apply to all programs, services, and activities of the College, including but not limited to recruitment, admissions, registration, financial aid, academic programs, advising, counseling, student health, housing and employment.

A student seeking accommodation must make his or her request to the Coordinator of Disability Services. Preferably, the student will make this request in person. If it is not feasible for the student to meet in person, the request for accommodation can be made in writing or via electronic mail. Requests for accommodation made to College personnel other than the Coordinator of Disability Services is not an official request for accommodation.

The request for accommodations should be made far enough in advance to allow the Coordinator of Disability Service adequate time to respond to the request. The lead time required to put accommodations into place will vary with the type of accommodation. For example, arranging to take a test in the Learning Center requires 48 hours notice. Requesting a sign language interpreter should be done at least three months prior to the start of classes to insure the availability of an interpreter. The specific time allowances for different accommodations can be found in the Disability Services Policies and Procedures, Procedure 6.00 available from the Coordinator of Disability Services.

All students are asked to provide documentation when requesting accommodations for two reasons. First, to establish that the individual is a person with a disability and, second, 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.

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 effects 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.

Documentation may be required from more than one professional source in order to clearly identify the need for accommodations for individuals with multiple disabilities.

The age of the documentation will vary dependant 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 can be found within Procedures

3.01, which is available from the Coordinator of Disability Services.

The Coordinator of Disability Services shall make appropriate 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 of Disability Services and the determination has been made that the documentation supports the need for accommodation (see Policy 3.00), the student and Coordinator of 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.

Specific procedures in terms of how to request particular accommodations, the amount of advance notice that must be given and who is in charge of various services will be delineated in Procedures 6.0 available from the Coordinator of Disability Services.

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 of 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 should follow the procedures for filing a grievance listed in Policy and Procedure 9.00. The Grievance Procedures are available from the Coordinator of Disability Services, the Dean of Students, or the Vice President for Academic Affairs.

Missouri Southern State College 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 of Disability Services to initiate this process.

Equal Opportunity

Missouri Southern State College does not discriminate on the basis of disability, race, color, religion, national origin, sex or age in the recruitment and admission of students, the recruitment and employment of faculty and staff and the operation of any of its programs and activities, as specified by federal laws and regulations. The Director of Personnel is the designated coordinator for compliance with Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the Age Discrimination Act of 1967.