

MISSOURI SOUTHERN STATE UNIVERSITY POLICY					
Policy #:	03-0017				
Name of Policy:	Policy and Process for Implementing Approved Student Accommodations				
Date of Last Revision:	April 2024	Initial Date of Approval:	August 2012	Initial Effective Date:	
Policy Owner	Coordinator of Student Disability Services				
Policy/Chapter Sections	Requesting and Receiving Accommodation Procedures Approved Testing Accommodations Approved Alternative Setting for Taking Test Approved Note Taking Services Approved Electronic Textbooks or in Braille Approved Course Material to be Converted in an Alternative Format Approved Sign Language Interpreting Services Approved Exception to Attendance Policies All Other Approved Reasonable Accommodations				
Date of Next Review:	April 2027				

1.0 PURPOSE

The University will provide students with reasonable accommodations that have been approved through the accommodation process as determined by the Coordinator of Student Disability Services.

2.0 SCOPE

This Policy applies to all University approved reasonable accommodations for students.

3.0 POLICY

After the Coordinator of Student Disability Services (the “Coordinator”) approves a reasonable accommodation for a student, the student and the Coordinator will work together to develop an Accommodation Plan (the “Plan”) However, the student is ultimately responsible for notifying and working with faculty members, or other appropriate staff, to coordinate implementation of approved reasonable accommodations. The Plan will remain in effect until either:

1. The Plan’s expiration date passes or
2. The student requests an adjustment to the approved accommodation Plan or additional accommodation.

In the event of the second scenario above, the Coordinator will evaluate the request and the Plan will be adjusted if the request is approved by the Coordinator.

If reasonable accommodations listed in the Plan are not provided or effective in accommodating the student’s condition, the student should follow procedures for filing an accommodation grievance.

REQUESTING AND RECEIVING ACCOMMODATIONS PROCEDURES

Below are detailed instructions on how students should go about requesting and implementing an accommodation that has been listed on his or her Plan. All forms mentioned below are available on the Student Disability Services webpage found at: [MSSU - Documentation](#)

These forms can be made available in alternative formats upon request. Students who need assistance completing forms should see the Coordinator.

Approved Testing Accommodations

1. Go to [MSSU - Disability Services Department](#) and click on “Accommodations” and then the “Student’s Test Accommodation Request”. This form should be completed for every exam.
2. If a reduced-distraction room is not available in the Student Disability Services office, you may need to take your test at an alternative time.
3. Tests must be scheduled at least 48 hours prior to test day and time, excluding weekends.
4. Under no circumstances will taking a test in the Student Disability Services office be an excuse for missing class. If an exam could potentially interfere with your next class, then the exam will be scheduled at a different time.
5. The instructor is responsible for getting the test to Student Disability Services office. Tests must be dropped off in person, e-mailed, faxed, or uploaded along with Instructor Test Accommodation form.

Approved Alternative Setting for Taking Tests

1. All tests must be scheduled with the Student Disability Services office at least 48 hours prior to the test.
2. It is the student’s responsibility to remind the instructor that you will be taking your exam in the Student Disability Services office. Do not assume that because you have taken a test in the Student Disability Services office before that the instructor will automatically remember the next time.
3. Arrive at scheduled time of exam. It is suggested you arrive a few minutes early to prepare yourself for the exam.
4. If you arrive late, it is at the discretion of the Coordinator whether or not the exam will be given. It may be rescheduled or deferred to instructor’s decision.
5. Lock your personal effects in one of the lockers located in the Student Disability Services office. All books, bags, cell phones, watches, pagers, coats, pocket contents, etc. must be secured in a locker.
6. You will only be allowed to take into the exam room the items indicated by the instructor on his or her instruction sheet. The Student Disability Services office will supply any needed scrap paper. Student Disability Services office staff will not and cannot deviate from instructor’s instructions.
7. Student Disability Services office staff may ask to search any item a student is authorized to take into an exam.
8. You are allowed to take minimal food and drink into an exam. Care should be taken to ensure these items do not spoil or ruin exam materials. Student Disability Services office staff may choose to not allow some food and drink at their discretion.
9. When you finish the exam, it must be turned in to the front desk worker or Coordinator. Under no circumstances should you leave without turning an exam into the proper person.
10. You will be monitored while taking the exam.

11. A test proctor may confront a student about any activity that he or she deems suspicious. A student found in possession of any testing aid not authorized by instructor would be considered to be cheating. The test will be terminated immediately, and the instructor will be notified. Instructor will determine appropriate course of action with regard to student's grade. The Dean of Students will be notified. Written notation of event will be entered into student's file held by the Coordinator.
12. If you feel you have been unfairly accused of cheating, you may file a grievance in accordance with University policy.

Approved Note Taking Services

1. Students authorized to receive note-taking services on their Plan, are encouraged to enroll for classes during early registration.
2. Each semester, you should fill out the Request for Note Taking Services form located online: [Note Taking Form](#) under the Accommodations tab. This form must be filled out each semester as class schedules change.
3. The form should be completed as soon as possible. Requests for note taking services received after the start of semester may take up to four weeks to fill.

Approved Electronic Textbooks or in Braille

1. Students who are authorized to receive electronic textbooks on their authorized Plan are encouraged to enroll for classes during early registration.
2. A Request for Alternate Format Textbooks form must be completed and can be found online: [Request for Audio Books form](#).
3. Students must provide receipt showing proof of book purchases before receiving the alternate format.

Approved Course Materials to be Converted to an Alternative Format (not textbooks)

1. If you need materials related to your course(s) converted to audiotape, Braille or enlarged, fill out Request for Alternative Format forms available online: [Request for Material in Alternative Format Form](#) Attach materials you need converted.
2. The time required to convert materials depends on the length and complexity of materials and the week of the semester. All efforts will be made to get materials converted in a timely manner.

Approved Sign Language Interpreting Services

1. Students authorized to receive sign language interpreting services are encouraged to enroll for classes during early registration.
2. As soon as you know your class schedule for the upcoming semester, set up an appointment with the Coordinator to arrange for a sign language interpreter.
3. The University will work as expeditiously as possible, but it can take up to six weeks to locate an appropriate interpreter for your classes. Please make your request as soon as possible.

Approved Exception to Attendance Policies

1. Class attendance is critical to a student's mastery of knowledge and/or skills taught in a specific course.
2. Students are expected to follow the attendance policy established by the instructor in each class.
3. The University recognizes there may be times when a qualified student with a disability cannot attend class because of disability-related reasons.
4. If a student believes it may not be possible to abide by the attendance policy because of medical issues related to a disability, student should contact the Coordinator prior to beginning of the semester, or as soon as possible after need for an exception arises, to discuss the matter of a possible accommodation. Determination of eligibility for a disability-related exception to attendance policy is made by the Coordinator. The Coordinator may consult with the instructor of the course for which the exception is sought and, if necessary, with department chair or other appropriate administrator. The student will be required to meet with each of their instructors to develop a plan for attendance.
5. Students should understand even though an exception to the attendance policy has been made for them, absences are likely to have a negative impact on their academic performance because of content and experiential learning they have missed by not being in class. For this reason, make every attempt to attend class. Students should make special effort to attend class for quizzes and exams and to observe deadlines for submission of assignments.
6. Students should be aware that an exception to attendance policy will not be possible in all courses because class attendance is an essential, integral part of some courses. Some academic programs or majors may not be amenable to exceptions to the attendance policy. Students who know that attendance may be an on-going issue for them should consult with the academic department regarding feasibility of attendance exceptions in the specific program of their interest.
7. Essential Course Requirements: The University will make every effort to reasonably accommodate a student's disability-related academic needs. Please note that neither the University nor an individual faculty member is required to waive an essential or fundamental academic requirement of a course, regardless of the nature of the student's disability.
 - a. Academic departments identify and define essential or fundamental academic requirements for their courses and instructors may establish an acceptable number of excused absences in light of these essential requirements. Attendance requirements for each course are usually stated on course syllabus.
 - b. The following questions will be considered when determining extent to which attendance is an essential requirement of course and whether an exception to attendance policy may be appropriate:
 - i. Is there classroom interaction between instructor and students and among students themselves?
 - ii. Do student contributions in class constitute a significant component of the learning process?
 - iii. Does fundamental nature of course rely on student participation as an essential method of learning?
 - iv. To what degree does a student's failure to attend class constitute a significant loss to the educational experience of other students in the class?

- v. What does course description and syllabus say regarding attendance? Each instructor may have different requirements regarding attendance.
 - vi. By what method is the final grade calculated?
8. With all disability accommodations, exceptions to the attendance policy will be determined on an individual, case-by-case basis depending on:
 - a. Extent to which supporting medical or psychological documentation from a licensed professional qualified to diagnose and treat the disability in question supports need for an exception to an attendance policy, and
 - b. The reasonableness of accommodation in each requested class as determined by discussions between the Coordinator and course instructor based upon above criteria. In questionable cases, the academic department head and/or other appropriate academic administrator will be included in these discussions.
 9. Students who are approved for an exception to attendance policy based on disability are required to provide an Accommodation Memo from the Coordinator to each instructor confirming accommodation. Students can obtain an Accommodation Memo from the Coordinator.
 10. Accommodations are not retroactive. All accommodations, including an exception to attendance policy, become effective when student delivers Accommodation Memo from the Coordinator.
 11. Exceptions to the attendance policy do not mean that unlimited absences will be permitted. The number of additional absences students may receive as a reasonable accommodation will be determined on a case-by-case basis for each class, depending on student's individual disability, the nature of the course and degree to which class attendance is an essential requirement of specific course.
 12. Exception to attendance policy does not mean exception to any other academic requirements of course. Students are required to fulfill all course requirements and are held to same evaluation standards as specified in course syllabus/policy statement.
 13. Students approved for an exception to attendance policy are expected to contact instructors in advance of an anticipated absence. This is particularly important if anticipated absence will result in student missing a quiz, exam, or deadline for turning in assignment. For emergencies or unexpected disability-related absences, contact should be made as soon as possible to verify the reason for absence and to discuss make-up work. Student and instructor should come to a clear agreement about the nature of make-up work and deadlines for completing it. This agreement should be put into writing and signed by both the student and instructor.
 14. It is the student's responsibility to obtain copies of lecture notes and/or materials from missed classes. Students who are likely to be absent from class should plan ahead of time to get lecture notes from a classmate. Student Disability Services cannot provide note takers for students who are absent from class.
 15. Students who request exception to the attendance policy for disability reasons will be given a copy of this procedure by the Coordinator. Students will be required to sign a statement for their Student Disability Services file that they have read and understand this procedure and they agree to abide by it.

All Other Approved Reasonable Accommodations

To implement all other approved reasonable accommodations, the student should visit with the Coordinator. You can do this either by setting up an appointment, calling 417-659-3725, or emailing the Coordinator.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

April 2000 – established.

October 2013 – revised.

April 2024 – minor revisions of titles and forms, updated to new format.

5.0 RELATED DOCUMENTS

[MSSU - Documentation](#)

[MSSU - Disability Services Department](#)

[Request for Note Taking Services](#)

[Request for Audio Books](#)

[Request for Materials in an Alternate Format](#)