

# MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:	03-0026				
Name of Policy:	Student Accommodation Request Documentation Policy				
Date of Last Revision:	April, 2024	Initial Date of Approval:		Initial Effective Date:	April 2000
Policy Owner	Student Disability Services Coordinator				
Policy/Chapter Sections					
Date of Next Review:	April 2027				

## 1.0 PURPOSE

To identify students with a disability and to determine appropriate accommodations for them.

## 2.0 SCOPE

This policy applies to all University students.

## 3.0 POLICY

Documentation may be required from more than one professional source to clearly identify the need for accommodation for individuals with multiple disabilities. The age of documentation will vary dependent on the type and nature of disability. This variance occurs because some disability-related needs are static while others change rapidly. Detailed suggested guidelines for documentation for each area of disability can be found within Procedures 3.01: [procedure3-documentation-guidelines.pdf \(mssu.edu\)](#)

All disabled students, faculty, and staff are asked to provide documentation when requesting accommodations. Documentation must establish that the person has substantial limitations in a major life activity and is legally considered an individual with a disability. All documentation, regardless of source, should contain the following six essential features:

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

#### **4.0 HISTORY**

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

Established – April 2000

Revised – October 2013

Reviewed and Revised April 2024

#### **5.0 RELATED DOCUMENTS**

[procedure3-documentation-guidelines.pdf \(mssu.edu\)](#)