

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:	03-0025				
Name of Policy:	Students Seeking Accommodation Policy				
Date of Last Revision:	April 2024	Initial Date of Approval:	April 2000	Initial Effective Date:	April 2000
Policy Owner	Student Disability Services Coordinator				
Policy/Chapter Sections					
Date of Next Review:	April 2027				

1.0 PURPOSE

To ensure consistent and accurate application of the ADA and Section 504 when handling student requests for accommodations, the Coordinator of Student Disability Services has been designated by the University as the individual tasked with oversight of the student accommodation request process. All student requests for accommodation must be made to the Coordinator of Student Disability Services.

2.0 SCOPE

This Policy applies to all University students.

3.0 POLICY

A student seeking accommodation must make his or her request to the Coordinator of Student Disability Services, preferably in person. Request for accommodations should be made far enough in advance to allow the Coordinator of Student Disability Services adequate time to engage in the interactive process, including to evaluate the request, formulate a response, and implement any approved accommodations. If it is not feasible for the student to make a request for accommodation in person, a request for accommodation can be made in writing or via electronic mail. Requests for accommodation made to University personnel other than Coordinator of Student Disability Services, including, but not limited to, requests made to faculty members, should be directed to the Coordinator of Disability Services. The Coordinator of Disability Services is the only individual with the authority to review student requests for accommodation.

The time required to put approved reasonable accommodation in place varies with the nature and type of accommodation requested. For example, arranging to take a test in Student Success Center typically requires 48 hours' notice and requesting sign language interpreter should typically be done at least three months prior to start of classes to ensure availability of an interpreter.

An accommodation request may be made and considered at any time.

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 and Reviewed October 2013

Revised and Reviewed April 2024

5.0 RELATED DOCUMENTS

None.