

Policy 2.00: Seeking Accommodations

Missouri Southern State University is a public institution supported by state and federal tax dollars. As such, Missouri Southern falls under Title II of the Americans with Disabilities Act of 1990. According to the ADA, Section 101, subsections 9 and 10, the college is required to make reasonable and effective accommodations.

A student seeking accommodation must make his or her request to the Coordinator for Student 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 University personnel other than the Coordinator for Student Disability Services are not an official request for accommodation.

Request for accommodations should be made far enough in advance to allow the Coordinator for Student Disability Services 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 Student Success 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. Specific time allowance for different accommodations can be found in the related procedure section beginning with Procedure 6.01.