

## Procedure 6.01: Requesting and Receiving Accommodations

Below are detailed instructions on how a student should go about requesting an accommodation that has been listed on his or her *Accommodation Plan*. All forms mentioned in the following instructions are available in the Student Success Center. These forms can be made available in alternative formats upon request. Students who need assistance completing the forms should see the secretary, student worker, or the Coordinator for Student Disability Services. It is imperative that students make their requests for accommodation with sufficient notice.

### **6.01.a: Requesting Accommodations for Tests**

1. Go to [www.mssu.edu/disability-services](http://www.mssu.edu/disability-services) and click on “Forms”. Complete the Student Test Accommodation Request form and submit. A student may also pick up a Test Accommodation Request form at the Student Success Center. These forms should be completed for every exam.
2. Fill out the top, purple, half-sheet of the Test Accommodation Request form completely. Be sure to note the type(s) of accommodation that you are requesting.
3. Give the form to the secretary, student worker or the Coordinator. **DO NOT** leave this form on a desk.
4. Schedule the day and time you will take the test in the Student Success Center. We will first attempt to schedule the test at the same time as your class is taking the test. If a room is not available in the Student Success Center, you may need to take your test at an alternative time.
5. Tests must be scheduled at least 48 hours prior to the test day and time.
6. Under no circumstances will taking a test in the Student Success Center be an excuse for missing a class. If an exam could potentially interfere with your next class, then the exam will be scheduled at a different time. You may be asked to start your exam at an earlier time than the class to avoid this time conflict.
7. Fill in your name and class period on the yellow form.
8. Take the yellow form to your instructor. Your instructor should receive this form at least 48 hours before the test. The instructor may also go to [www.mssu.edu/disability-services](http://www.mssu.edu/disability-services), click on “Forms” and complete the Instructor’s Test Accommodation form and submit it. The instructor may also upload the exam to this form.

9. The instructor is responsible for getting the test to the Student Success Center. Tests must be dropped off in person, e-mailed, faxed, or uploaded along with the Instructor Test Accommodation form.

**Procedure 6.01.b: Taking a Test in the Learning Center**

1. All tests must be scheduled with the Student Success Center at least 48 hours prior to the test.
2. It is your responsibility to deliver the yellow sheet to the instructor or remind the instructor to complete the form online at [www.mssu.edu/disability-services](http://www.mssu.edu/disability-services). Do not assume that because you have taken a test in the Student Success Center before that the instructor will automatically remember the next time.
3. You are expected to arrive at the scheduled time of the exam. It is suggested that you arrive a few minutes early to prepare yourself for the exam.
4. If you arrive late, it is the discretion of the Coordinator for Student Disability Services whether or not the exam will be given. It may be rescheduled or deferred to the instructor's decision.
5. You will be asked to lock your personal effects in one of the lockers located in the Student Success Center. All books, bags, cell phones, pagers, coats, 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 Success Center will supply any needed scrap paper. Student Success Center staff will not and cannot deviate from the instructor's instructions.
7. Student Success Center staff may ask to search any item that 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. The Student Success Center staff may choose to not allow some food and drink at their discretion.
9. When you finish an exam, it must be turned in to the secretary or the Coordinator for Student Disability Services. Under no circumstances should you leave without turning the exam into the proper person.
10. You will be monitored while taking the exam. Other students may be in the room in which you take an exam. They also will be testing.

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 the instructor would be considered to be cheating. The test will be terminated immediately and the instructor will be notified. The instructor will determine the appropriate course of action with regard to the student's grade. The Dean of Students will be notified. Written notation of the event will be entered into the student's file held by the Coordinator for Student Disability Services.
12. If you feel that you have been unfairly accused of cheating, you may file a grievance as outlined in Procedure 9.00.

### **Procedure 6.01.c: Requesting Note Taking Services**

1. Students who are authorized to receive note taking services on their *Accommodation 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 in the Student Success Center and online at [www.mssu.edu/disability-services](http://www.mssu.edu/disability-services) under the Forms 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 the semester may take up to three weeks to fill.
4. At the start of each semester, you will be asked to sign the *Agreement for Note Taking* services. Please review this agreement carefully. You will receive a copy of the agreement.

### **Procedure 6.01.d: Requesting Electronic Textbooks or in Braille**

(See Procedure 6.01.e for other materials)

1. Students who are authorized to receive electronic textbooks on their authorized *Accommodation Plan* are encouraged to enroll for classes during early registration.
2. Students who have their own account with Learning Ally, formerly known as Recordings for the Blind and Dyslexic (RFB&D) or other lending libraries are encouraged to order their own books. Student Success Center staff can assist you if you need help identifying the titles, authors, etc.
3. If you do not have an account with Learning Ally, you must fill out the *Request for Textbooks on Tape* form and turn it in to the Coordinator for Student Disability Services as soon as possible.

4. Please note, books ordered from a vendor can take approximately four weeks to arrive. If a book is not available from a vendor, it will take approximately three weeks to get the first installment of the book recorded/Brailled on campus. **Students are encouraged to place their orders early.**
5. If a textbook is being recorded/Brailled on campus, you must provide the Coordinator for Student Disability Services with a copy of your course syllabus before recording/Brailleing can start. Knowing the order of the chapters is crucial for timely recording and/or Brailleing.
6. CDs of books recorded on campus or Brailled material will be available on Fridays from the Student Success Center secretary.
7. If tapes Braille are not picked up for two weeks, recording and/or Brailleing of the book will stop until the student notifies the Coordinator for Student Disability Services otherwise.

**Procedure 6.01.e: Requesting 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, you should fill out the *Request for Alternative Format* forms available online or in the Student Success Center. You should attach the materials that you need converted.
2. The time required to convert materials will depend on the length and complexity of the materials and the week of the semester. All efforts will be made to get the materials converted in a timely manner.
3. We will email you when your materials are ready for pickup.

**Procedure 6.01.f: Requesting Sign Language Interpreter Services**

1. Students who are 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, you should set up an appointment with the Coordinator for Student Disability Services to arrange for a sign language interpreter.
3. It may take up to six weeks to locate an appropriate interpreter for your classes. Please make your request as soon as possible.

**Procedure 6.01.g: Early Enrollment**

1. Students with a disability related need are allowed to enroll on the early enrollment day and on subsequent days after that.
2. If you believe that you are eligible for early enrollment, you should fill out the *Request for Early Enrollment* form found online or in the Student Success Center.
3. This form should be completed at least two weeks prior to the start of enrollment and turned in to the Coordinator for Student Disability Services.
4. You will receive in person or email notification indicating if your request has been approved or denied. If approved, you will receive instructions on how to enroll.

**Procedure 6.01.h: Disability-Related Exception to Attendance Policies**

1. In most cases, class attendance is critical to a student's mastery of the knowledge and/or skills that are 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, however, that there may be times when a qualified student with a disability cannot attend class because of disability-related reasons.
4. If such a student believes it may not be possible to abide by the attendance policy because of medical issues related to a disability, the student should contact the Coordinator for Student Disability Services prior to the beginning of the semester, or as soon as possible after the need for an exception arises, to discuss the matter of a possible accommodation. Determination of eligibility for a disability-related exception to the attendance policy is made by the Coordinator for Student Disability Services in consultation with the instructor of the course for which the exception is sought and, if necessary, with the department chair or other appropriate administrator.
5. Students should understand that 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 simply because of the content and experiential learning they may have missed by not being in class. For this reason, they should 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 exception to the 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 the 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, however, 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.

Academic departments identify and define the essential or fundamental academic requirements for its 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 the course syllabus.

The following questions will be considered when determining the extent to which attendance is an essential requirement of a course and whether an exception to the attendance policy may be appropriate:

- a. Is there classroom interaction between the instructor and students and among the students themselves?
  - b. Do student contributions in class constitute a significant component of the learning process?
  - c. Does the fundamental nature of the course rely on student participation as an essential method of learning?
  - d. 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?
  - e. What does the course description and syllabus say regarding attendance? Each instructor may have different requirements regarding attendance.
  - f. By what method is the final grade calculated?
8. As with all disability accommodations, exceptions to the attendance policy will be determined on an individual, case-by-case basis depending on;
    - a. the extent to which the supporting medical or psychological documentation from a licensed professional qualified to diagnose and

treat the disability in question supports the need for an exception to an attendance policy, and

- b. the reasonableness of this accommodation in each requested class as determined by discussions between the Coordinator for Student Disability Services and the course instructor based upon the 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 the attendance policy based on disability are required to provide an *Accommodation Memo* from the Coordinator for Student Disability Services to each instructor confirming the accommodation.
  10. Accommodations are **not** retroactive. All accommodations, including an exception to the attendance policy, become effective when the student delivers the *Accommodation Memo* from the Coordinator for Student Disability Services to the instructor.
  11. An exception to the attendance policy does **not** mean that unlimited absences will be permitted. The number of additional absences a student may receive as a reasonable accommodation will be determined on a case-by-case basis for each class, depending on the student's individual disability, the nature of the course and the degree to which class attendance is an essential requirement of the specific course as provided in paragraphs 5 and 6 (a) and (b) of this Procedure.
  12. Exception to the attendance policy does **not** mean exception to any of the other academic requirements of the course. Students are required to fulfill all course requirements and will be held to the same evaluation standards as specified in the course syllabus/policy statement.
  13. Students who are approved for an exception to the attendance policy are expected to contact instructors in advance of an anticipated absence. This is particularly important if the anticipated absence will result in the student missing a quiz or exam or a deadline for turning in an assignment. For emergencies or unexpected disability-related absences, contact should be made as soon as possible to verify the reason for the absence and to discuss make-up work. The student and instructor should come to a clear agreement about the nature of the make-up work and deadlines for completing it. This agreement should be put into writing and signed by both the student and the instructor.
  14. **It is the individual 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 or “study buddy.” Phone numbers should be exchanged in advance. Student Disability Services cannot provide note takers for students who are absent from class.

15. All students who request exception to the attendance policy for disability reasons will be given a copy of this procedure by the Coordinator for Student Disability Services. Students will be required to sign a statement for their Student Disability Services file that they have read and understand this procedure and that they agree to abide by it.

**Procedure 6.01.i: All Other Requests**

1. To request all other services or special needs, a student should visit with the Coordinator for Student Disability Services. You can do this either by setting up an appointment, calling, or emailing.
2. Requests should be in agreement with your documentation and/or current *Accommodation Plan*. You should allow as much lead time as possible for the accommodation need to be met.