

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	August 2012	Category:	Student Policies
Name:	Policy and Process for Implementing Approved Student Accommodations				

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

If reasonable accommodations listed in 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 in Student Success Center. These forms can be made available in alternative formats upon request. Students who need assistance completing forms should see the secretary, student worker, or Coordinator

Approved Testing Accommodations

1. Go to www.mssu.edu/disability-services/ and click on "Forms". Complete Student Test Accommodation Request form and submit. Student may also pick up Test Accommodation Request form at Student Success Center. These forms should be completed for every exam.
2. Fill out top, purple, half-sheet of Test Accommodation Request form completely. Be sure to note type(s) of accommodation you are requesting.
3. Give form to secretary, student worker or Coordinator. DO NOT leave this form on a desk.

4. Schedule day and time you will take test in Student Success Center. We will first attempt to schedule test at same time as your class is taking the test. If a room is not available in 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 test day and time.
6. Under no circumstances will taking a test in Student Success Center be an excuse for missing class. If an exam could potentially interfere with your next class, then exam will be scheduled at different time. You may be asked to start your exam at an earlier time than the class to avoid time conflict.
7. Fill in your name and class period on yellow form.
8. Take yellow form to your instructor. Your instructor should receive form at least 48 hours before the test. The instructor may also go to www.mssu.edu/disability-services/, click on "Forms" and complete Instructor's Test Accommodation form and submit it. The instructor may also upload the exam to this online form.
9. Instructor is responsible for getting the test to Student Success Center. 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 Student Success Center at least 48 hours prior to test.
2. It is your responsibility to deliver the yellow sheet to the instructor or remind instructor to complete form online at www.mssu.edu/disability-services/. Do not assume that because you have taken a test in Student Success Center 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 exam.
4. If you arrive late, it is 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 Student Success Center. All books, bags, cell phones, pagers, coats, pocket contents, etc. must be secured in locker.
6. You will only be allowed to take into the exam room the items indicated by instructor on his or her instruction sheet. Student Success Center will supply any needed scrap paper. Student Success Center staff will not and cannot deviate from instructor's instructions.
7. Student Success Center 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 Success Center staff may choose to not allow some food and drink at their discretion.
9. When you finish exam, it must be turned in to the secretary or Coordinator. Under no circumstances should you leave without turning exam into proper person.
10. You will be monitored while taking exam. Other students may be in room in which you take 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 instructor would be considered to be cheating. The test will be terminated immediately and instructor will be notified. Instructor will determine appropriate course of action with regard to student's grade. 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 in Student Success Center and online: 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 start of semester may take up to four weeks to fill.
4. The start of each semester, you will be asked to sign *Agreement for Note Taking* services. Please review this agreement carefully. You will receive copy of agreement.

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. 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 with identifying titles, authors, etc.
 - a. If you do not have account with Learning Ally, you must fill out *Request for Alternate Format Textbooks* form and turn it in to the Coordinator as soon as possible.
3. Please note, books ordered from a vendor can take approximately four weeks to arrive. If book is not available from a vendor, it will take approximately three weeks to get the first installment of book recorded or Brailled on campus. **Students are encouraged to place their orders early.**
4. If a textbook is being recorded or Brailled on campus, you must provide the Coordinator with a copy of your course syllabus before recording/Brailing can start. Knowing the order of chapters is crucial for timely recording and/or Brailing.
5. Student 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: www.mssu.edu/disability-services/ or in Student Success Center. 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 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 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 such 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 in consultation with the instructor of the course for which the exception is sought and, if necessary, with department chair or other appropriate administrator.
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 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 student's disability.
 - a. Academic departments identify and define 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 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:
 - c. Is there classroom interaction between instructor and students and among students themselves?
 - d. Do student contributions in class constitute a significant component of the learning process?

- e. Does fundamental nature of course rely on student participation as an essential method of learning?
 - f. 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?
 - g. What does course description and syllabus say regarding attendance? Each instructor may have different requirements regarding attendance.
 - h. By what method is 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 attendance policy does **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 student and instructor.
14. **It is 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. 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, student should visit with the Coordinator. You can do this either by setting up an appointment, calling 417-659-3725, or emailing Musser-L@MSSU.edu

4.0 HISTORY

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

5.0 RELATED DOCUMENTS