

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	August 2012	Category:	Student Polices
Name:	Policy for Students Seeking Accommodation				

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 accommodations 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 a reasonable accommodation must make his or her request to 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 student to make a request for accommodation in person, a request for accommodation can be made in writing or via electronic mail. Requests for accommodations 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 accommodations.

The time required to put approved reasonable accommodations 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.

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