



Process to Request Reasonable Accommodations

At the University of Missouri, students who are eligible for accommodations can expect the following:

When a student becomes eligible for reasonable accommodations they can expect the following:

The Learning Access Coordinator will Create an Accommodation Memo

The Learning Access Coordinator will create an accommodation memo for each student who is eligible for accommodations. The memo will describe the student's accommodations and the student's responsibilities. The memo will also include information about the student's academic history and the student's current academic standing.

Accommodation Memos Delivered Via Email

The Learning Access Coordinator will deliver accommodation memos to students via email. Students will receive their accommodation memos within 10 business days of their eligibility determination. Students will receive their accommodation memos in a secure email account that is linked to their University of Missouri email account.

Eligible students are responsible for the following:

Speak With Instructors to Implement Accommodations

Once a student receives their accommodation memo, they should speak with their instructors to discuss how to implement their accommodations. Students should provide their instructors with a copy of their accommodation memo. Students should also discuss any questions or concerns they have with their instructors.

Arrange or Schedule Accommodations and Services

Eligible students are responsible for arranging or scheduling accommodations and services. Students should contact the Learning Access Coordinator to discuss the process. Students should also contact the appropriate department or office to arrange for accommodations and services. For example, students who need a CART (Communication Access Realtime Translation) should contact the CART office.