



# Process to Request Reasonable Accommodations

At the University of Missouri, students with disabilities can request accommodations through the Learning Access Center. The process involves several steps, including meeting with the Learning Access Coordinator to discuss needs and request accommodations. Once approved, students are responsible for implementing these accommodations in their courses.

## 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. This memo will outline the student's needs and the accommodations that will be provided. The memo will be sent to the student's email address.

### Accommodation Memos Delivered Via Email

The Learning Access Coordinator will deliver the Accommodation Memos to the student's email address. The student should check their email regularly for the memo.

## Eligible students are responsible for the following:

### Speak With Instructors to Implement Accommodations

Once the student receives their Accommodation Memo, they should speak with their instructors to discuss the accommodations. The student should provide the instructor with a copy of the memo and discuss how the accommodations will be implemented in the course.

### Arrange or Schedule Accommodations and Services

The student is responsible for arranging or scheduling accommodations and services. For example, if a student needs a CART (Communication Access Realtime Translation) service, they should contact the Learning Access Center to schedule the service.