



MISSISSIPPI STATE UNIVERSITY

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University Academic Operating Policy and Procedure Manual

DATE: November 17, 1989

SUBJECT: AOP 12.35 - Academic Accommodation for Students with Disabilities

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to ensure compliance with the Rehabilitation Act of 1973 Section 504 and the Americans with Disabilities Act of 1990.

REVIEW

This AOP will be reviewed every four years or whenever circumstances require an earlier review by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Vice President for Academic Affairs.

POLICY/PROCEDURE

Students with disabilities requesting academic accommodations must identify themselves to the office of Student Support Services. Current documentation, verifying the disability must be submitted. Specific guidelines for this documentation occur at <http://www.msstate.edu/dept/audit/91130.html>. Disability Support Services within the office of Student Support Services generates Notification of Disability letters for the student. Students may visit the office to receive their letters. Distribution of the letters to their individual faculty/instructors occurs once the semester has begun. The student identifies himself/herself to the instructor as needing accommodation by delivering the corresponding Notification of Disability letter to them. The instructor, as a representative of the university, is obligated to provide reasonable accommodation. Prior to the academic advisement period, students may request a Notification of Disability letter for their advisor.

In the event that a request for academic accommodation is denied, the office of Student Support Services will recommend that the accommodation requested be reviewed by the committee on Academic Accommodation for Students with Disabilities and recommendations be made on behalf of the student.

Regarding course substitutions, requests to the committee must be accompanied by current documentation that should provide persuasive evidence that the student is capable of academic success with appropriate academic and testing accommodations. Standardized test scores, historical information, and other standard evaluations should reveal clear deficiencies in these areas. In addition, an appeal for substitution will be made only after documented use of appropriate academic and testing accommodations.

The recommendation from the office of Student Support Services, along with documentation, will be considered by the committee on Academic Accommodations for Students with Disabilities. The determination of this committee will be forwarded with documentation to the department in which the student is majoring, the student's dean's office, the office of Student Support Services, and the Affirmative Action Office.

If college requirements are being appealed, the dean and department head will make the final decision.

For appeals requesting substitution of university requirements, the dean will forward a recommendation to the office of Academic Affairs.

Students with Disabilities who believe appropriate academic accommodation as defined in this policy has not been made should seek assistance from the office of Affirmative Action.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2010

APPROVED: November, 1989

Reviewed: November, 1997

REVIEWED BY:

/s/ Jerome Gilbert 10-23-06
Associate Provost for Academic Affairs Date

/s/ Peter Rabideau 11-01-06
Provost and Vice President for Academic Affairs Date

/s/ Robert Wolverton 11-02-06
President, Robert Holland Faculty Senate Date

/s/ Don Zant 11-03-06
Office of Internal Audit Date

/s/ Charles Guest 11-09-06
General Counsel Date

APPROVED:

/s/ Robert H. Foglesong 12-01-06
President Date