



# 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 be delivered via email to the student and the Learning Access Coordinator.

### Accommodation Memos Delivered Via Email

The Learning Access Coordinator will email the accommodation memo to the student and the Learning Access Coordinator. The student will receive the memo within 10 business days of the date the student is eligible for accommodations.

## Eligible students are responsible for the following:

### Speak With Instructors to Implement Accommodations

Once a student receives an accommodation memo, they must speak with their instructors to implement the accommodations. The student must provide the instructor with a copy of the accommodation memo. The student must also provide the instructor with a copy of the accommodation memo to the Learning Access Coordinator. The student must also provide the instructor with a copy of the accommodation memo to the Learning Access Coordinator.

### Arrange or Schedule Accommodations and Services

Eligible students are responsible for arranging or scheduling accommodations and services. The student must provide the Learning Access Coordinator with a copy of the accommodation memo. The student must also provide the Learning Access Coordinator with a copy of the accommodation memo to the Learning Access Coordinator. The student must also provide the Learning Access Coordinator with a copy of the accommodation memo to the Learning Access Coordinator. (The Learning Access Coordinator will provide a CART service.)