

Metropolitan State University Procedures for Obtaining Accommodations

1. Students with disabilities who seek accommodations are required to request accommodations in a timely manner. Requests for accommodations should be made to the Coordinator of Disability Services. Students are encouraged to make requests prior to the beginning of the semester. As appropriate, Disability Services will provide individualized letters to faculty members verifying that the student is eligible to receive disability services and stating the determined reasonable accommodations.
2. Students with disabilities must provide appropriate documentation of the disabilities for which they seek accommodation to Disability Services. The documentation must address how the disability limits participation in courses, academic programs, activities, and/or campus employment. (see Guidelines for Documentation).
3. Disability Services will maintain a private file for each student. Disability-related information is shared with University personnel on a limited and need-to-know basis only. The University will maintain this information consistent with state and federal laws, including the Family Educational Rights and Privacy Act and the Minnesota Government Data Practices Act (see Data Privacy and Release of Information and University Policy 1040).
4. Disability Services will conduct a needs assessment for each student requesting and eligible for accommodations. The needs assessment will determine reasonable and appropriate testing accommodations, classroom accommodations and auxiliary aids. Other academic and student support services may be recommended as needed. This needs assessment will be discussed with the student; a copy of this needs assessment will be given to the student, and a copy will be maintained in the student's file.
5. The Coordinator will work with faculty and students to implement reasonable and appropriate recommended accommodations in a timely manner. Students will be responsible for contacting the Coordinator in cases where approved reasonable accommodations are not implemented in a timely manner.
6. Students with disabilities who are not satisfied with an accommodation, or do not agree with the decision to deny a requested accommodation, should contact the Coordinator to attempt to resolve the matter. If the student is not satisfied with the Coordinator's resolution, the student should contact the Vice President for Student Affairs, 651-793-1522, New Main 204C. Complaints of disability discrimination or harassment (separate from complaints regarding accommodations) should be submitted in writing to the Director of Equal Opportunity & Diversity, 651-793-1272, Founders Hall 315, pursuant to the University's Policy on Nondiscrimination in Employment and Education.