



# 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 Learning Access Coordinator will deliver the memo to the student via email.

Accommodation Memos Delivered Via Email

The Learning Access Coordinator will deliver the accommodation memo to the student via email. The memo will be delivered to the student's email address that is listed in the student's profile in the Learning Access System (LAS).

## 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 the accommodations. The student should provide their instructors with a copy of their accommodation memo. The student should also provide their instructors with a copy of their accommodation memo if they are requesting accommodations for a class that is not listed in their accommodation memo.

Arrange or Schedule Accommodations and Services

Eligible students are responsible for arranging or scheduling accommodations and services. For example, if a student is requesting accommodations for a class that is not listed in their accommodation memo, they should contact the Learning Access Coordinator to request accommodations for that class. The Learning Access Coordinator will create an accommodation memo for that class and deliver it to the student via email. The student should then speak with their instructors to discuss the accommodations. The student should also provide their instructors with a copy of their accommodation memo if they are requesting accommodations for a class that is not listed in their accommodation memo. (LAS - CART).