

Present:	Dacri Blackney, Troy Brady, Melissa Chesnut, Anthony Christian, Lisa Crater, Derek DeMott, Selena Foreman, Tim Jackson, Kathleen Kobayashi, Remington Long, Colin McDonough, Becky Meneely, Ryan Milke, Jessie Peter, Ben Rogers, Casey Wenstrand
Absent:	Matt Cronk, Kala Dixon, Sherry Gutzmer, Duane Harvard, Jill Kain, Marcia Martin, Kelley O’Riley, Nancy Ozanne, Sierra Rains, Julie Robertson, Sue Smith, Taylor Suitor, Kim Todd, Barb Weybrew
Guests:	Krista Barcus, Michelle Drake, Clarence Green

1. Clarence Green – Leadership Advisory Team

- President Tatum has sent out invitations for his Transition Team. Selena Foreman has been asked to join the team as a representative for Staff.
- Appropriations bill was signed by the Governor. Northwest will receive a 7% increase in funding
- MO Excel Update – Electronic classrooms for Martindale was funded at the requested amount of 50% and Northwest will match the remaining 50%.
- \$25 million for infrastructure project. Northwest will be required to match that amount. \$25 million will be allocated FY24 and legislative will vote on another \$25 million for FY25
- Board of Regents
 - The FY24 budget, including the 4% COLA, was approved effective July 1
 - Northwest KC – looking at other options to still have a footprint in KC without the high cost we are currently spending for the building.
 - Athletics Strategic Plan was presented by Andy Peterson

2. Krista Barcus – Human Resources

- Employee engagement survey – working with Purchasing now for that contract. Currently looking at conducting the survey in September.
- Holiday schedule was presented to Dr. Tatum, with an extra day for **July 2024** to have the 4th & 5th off. Dr. Tatum approved this request for **NEXT** year. Within the 2024 holiday schedule, you will see some utility disruption dates, this will not necessarily mean that the campus will be shut down for the day.
 - In reference to the current holiday schedule, the question was asked why Juneteenth was observed on Monday this year instead of the actual date. It was noted that the current holiday schedule was released prior to final approval.
- Dr. Melissa Van Buren is the new Wellness Coordinator, part time, hired in HR. She has a lot of new and exciting ideas.

3. Committee Reports

- Employee Recognition – Colin McDonough
 - Northwest KC is having a lunch at the end of this month for their Staff Appreciation since they were not able to attend the Bearcat Bash
 - Purchased prizes for next year with the remaining current budget.
- Outreach – Darci Blackney
 - Taco John’s fundraiser had a great response - \$400 was raised
 - A total of \$2,000 has been raised from the past three fundraiser events
- Policy Committee – Ben Rogers
 - Discussed officers and members for upcoming Staff Council
 - Exec Council recommended that policy committee review the wording for the election process. So there are no questions on the processes.
- Diversity & Inclusion – Jessie Peter
 - New AVP, Dr. Shalon Malone – will join Northwest on July 5

- ALLY Affinity – Michelle Drake
 - Met with Dr. Mallet for lunch before he left Northwest.

4. Old Business

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5. New Business Items

- Dr. Matt Baker and Dr. Stephanie Krauth (AVP of Title IX & Equity)
 - Dr. Stephanie Krauth is the new AVP of Title IX & Equity has been with Northwest for approximately two weeks
 - Dr. Baker brought forward to policy updates for ESA (Emotional Support Animal) and ADA (Americans with Disabilities Act) that are being tweaked to make the policies current.
 - ESA Policy update outlines the process and what is required to request an ESA (Review draft [here](#))
 - ADA update (Review draft [here](#))
 - Will be working through the process for temporary disabilities
 - The office has been relocated to Administration Building third floor.
 - There was a question posed about accommodating students/faculty that are more than average size build in classroom/office seating
 - This does not fall under ADA unless their size is because of a disability
 - This is a conversation that needs to come up through the Space Allocation Committee
 - The question was posed if a student has a known diagnosis of ADHD but did not request accommodations at the beginning of the semester. If they obtain them after the semester has started, are they allowed to go back and take the previous exams?
 - No – it is on the student to request the accommodation and they must follow through the process by sharing the documentation with the faculty member.
 - Has there been a campus-wide accessibility assessment on campus?
 - Capital Projects reviews the accessibility when they are working on projects in various locations
 - This assessment has not been done for a few years
 - New Council members joined the meeting today. Selena Foreman went over the expectations of the council members.
 - It was stressed that it is the responsibility of staff council members to forward information sent to them as staff council representative. This information should be shared within two business days.
 - Committee responsibilities were reviewed.
 - Individuals should plan to attend all meetings
 - There were two positions that were not filled within the interest of the committee selection.
 - Chair-Elect. Duane Harvard expressed interested in the position. There were no other nominations.
 - Communications Chair. Melissa Chesnut expressed interest and there were no other nominations.
 - Committee Assignments
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Executive	4	Policy	5
Selena Foreman - Chair			
Lisa Crater - Secretary		Casey Wenstrand	
Melissa Chesnut - Communication Chair		Kelly O'Riley	
Troy Brady - Past Chair		Kim Todd	
Duane Havard - Chair Elect	Taylor Suiter		
	Derek DeMott		
Outreach	5	Employee Engagement and Recognition	8
Darci Blackney -- Committee Chair			
Marsha Martin		Colin McDonough -- Committee Chair	
Shelby Wood		Ryan Milke	
Sherry Gutzmer		Remington Long	
Nancy Ozanne	Sue Smith		
	Kala Dixon		
Diversity & Inclusion	3	Jill Kain	
Jessie Peter -- Committee Chair		Matthew Cronk	
Kathleen Kobyashi		Tim Jackson	
Becky Meneely			
	HR	Krista Barcus	
	NLT/UPD	Clarence Green	
	Ally Rep	Michelle Drake	

6. Engagement Survey Actions

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7. Employee Suggestions/Comments/Concerns

- There have been concerns voiced about the Eyemed vision insurance. Krista is looking into it.
- Some individuals are having issues with the paperwork that is required for the new preventative physical for insurance. If you have a concern, please send the information to Human Resources. They will be providing additional information in the upcoming HR Bulletin.
 - It was noted that some individuals had issues with billing when they had their bloodwork completed in the doctor's office lab. It was coded as "hospital services" and is not covered by our current plan. They learned that at the time of check in for the lab, you need to request that your bloodwork be sent out to Quest. During the discussion, it was noted that not all individuals have had this issue with coding.

8. Announcements

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9. Next Meeting – July 19 | 1:30pm, OL 250



NORTHWEST
MISSOURI STATE UNIVERSITY

Accessibility and Accommodations

Title IX and Equity

ada@nwmissouri.edu

<https://www.nwmissouri.edu/titleixequity/accessibility/>

Service Animal and Emotional Support Animal Policy

I. Statement of Policy

The University supports the use of service animals and emotional support animals on campus by individuals with disabilities in appropriate circumstances and in accordance with this policy. Those with questions about the use of service animals or emotional support animals should refer to this policy and/or contact the Accessibility & Accommodations (“A&A”) office.

II. Definitions

A. **Service Animals:** Service animals are defined under the Americans with Disabilities Act (“ADA”) as dogs that are individually trained to do work or perform tasks for people with disabilities. Service animals are working animals, not pets. The work or tasks performed must be directly related to the individual’s disability. The crime deterrent effects of an animal’s presence and the provision of emotional support, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

1. **Examples:** Examples of work or tasks that service animals perform include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as books or the telephone, alerting a person to a sudden change in blood sugar levels, providing physical support and assistance with balance and stability to individuals with mobility disabilities, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.
2. **Miniature Horses:** The University may permit the use of a miniature horse on the same basis as a service animal if the horse has been trained to do work or perform tasks for the benefit of the individual with a disability and after an assessment of the following factors: the type, size, and weight of the miniature horse and whether the facility can accommodate these features; whether the handler has sufficient control of the miniature horse; whether the miniature horse is housebroken; and whether the miniature horse’s presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

- B. **Emotional Support Animals (“ESAs”)**: An ESA is a companion animal which provides therapeutic benefit, such as alleviating or mitigating symptoms of a person’s disability. ESAs are not service animals. However, an ESA may be permitted on campus as a reasonable accommodation. Prior approval must be obtained pursuant to the procedures and standards outlined below.
- C. **Owner**: A student or employee who has an approved ESA on campus.
- D. **Handler**: A person with a disability that a service animal assists or a personal care attendant who handles the animal for a person with a disability.

III. Specific Procedures

- A. **Service Animals**: Individuals who wish to bring a service animal to campus – including classrooms and University buildings open to the public – may do so without prior approval. However, students are *strongly encouraged* to reach out to A&A to ensure that their experience bringing the animal to campus is smooth.

Employees with a disability who wish to utilize a service animal as a reasonable accommodation in a University office or other areas of campus buildings not open to the general public must submit the request to Human Resources at least 30 days before the animal is needed.

B. Emotional Support Animals: Student Requests

ESAs are permitted in residential facilities if the animal is necessary to afford a person with a disability an equal opportunity to use and enjoy University housing, its presence in University housing is reasonable, and there is an identifiable relationship or nexus between the individual’s disability and the assistance the animal provides. ESAs are allowed in residential facilities only with prior approval from A&A pursuant to the procedures and standards outlined below.

Students who wish to bring an ESA onto campus must go through the reasonable accommodation process with A&A. While accommodation requests will be accepted and considered at any time, requests should be filed at least 60 days before the student intends to bring the animal to campus in order to ensure timely consideration. An ESA will not be allowed until formal approval has been received.

The University considers each request for an ESA on an individualized basis. Upon receipt of a request for an ESA, A&A will engage in an interactive process with the student to determine if the use of the animal is a reasonable accommodation.

The University needs certain information from a student in order to evaluate a student’s request for an ESA. A disability exists when a person has a physical or mental impairment that substantially limits one or more major life activities. Students and health care professionals should consult the following information to understand what information is

needed to support an accommodation request. The University relies on health care professionals to provide accurate information to the best of their knowledge, consistent with their professional obligations, and relying on their personal knowledge of the student as their patient/client.

Documentation demonstrating the student's need for an ESA should include the following:

- The patient's name,
- Whether the health care professional has a professional relationship with the patient/client involving the provision of health care or disability-related services,
- Whether the patient has a physical or mental impairment,
- Whether the patient's impairment(s) substantially limit at least one major life activity or major bodily function,
- Whether and why the patient needs the animal, and
- The type of animal(s) for which the reasonable accommodation is sought.

When providing information about the need for the ESA, documentation should explain whether the patient needs the animal because it does work, provides assistance, or performs at least one task that benefits the patient because of his or her disability, or because it provides therapeutic emotional support to alleviate a symptom or effect of the disability of the patient/client. Said another way, this information explains the relationship or connection between the student's disability and the ESA and demonstrates that the animal is necessary for the student to enjoy their living arrangements. If the student requests approval of an animal other than a small, domesticated animal that is traditionally kept in the home, the University may seek additional information supporting the request.

Health care professionals should include professional licensing information and sign and date documentation provided.

Through the interactive process, the University may propose an equally effective alternative to a requested accommodation and may deny a request for an ESA if allowing the animal in University facilities would constitute a fundamental alteration of a program or be an undue burden.

ESAs are generally not permitted on campus other than in the designated residential room or apartment of an individual who has received approval. The animal cannot be taken into classrooms or other buildings on campus or allowed to roam freely on campus grounds. Students with disabilities may request approval from A&A to have an ESA accompany them to other campus areas as a reasonable accommodation. Such requests will be considered on a case-by-case basis consistent with applicable laws.

C. Emotional Support Animals: Employee Requests

Employees who wish to bring an ESA onto campus must go through the reasonable accommodation process with Human Resources. Human Resources will determine whether approving a particular ESA in the workplace is a reasonable accommodation that

will enable the employee to perform the essential functions of the position. What constitutes a reasonable accommodation will vary depending on the circumstances of each case. In evaluating alternatives for accommodations, the preferences of the employee are considered, but the ultimate decision regarding the type of accommodation, if any, is made by Human Resources.

IV. General Standards for the Removal of Service Animals or the Disapproval/Removal of Emotional Support Animals

- A. Decisions to remove a service animal or disapprove/remove an ESA will be made on a case-by-case basis, taking into account all surrounding circumstances. However, the following general standards reflect reasons why an animal may be removed or disapproved:
1. The animal poses a direct threat to the health or safety of others. For example, the animal displays vicious behavior towards others or has a serious illness.
 2. The animal causes or would cause substantial physical damage to the property of others.
 3. The animal poses an undue financial and/or administrative burden.
 4. The animal would fundamentally alter the nature of the University's educational or business operations.
 5. The animal is out of control and the handler/owner does not take effective action to control it. If the out of control behavior happens repeatedly, the handler/owner may be prohibited from bringing the animal into University facilities until the handler/owner can demonstrate that he/she has taken significant steps to mitigate the behavior.
 6. The animal is not housebroken.
 7. The handler/owner does not abide by his/her responsibilities as outlined in Section V of this policy.
- B. The University considers the following factors in determining whether to approve the presence of an ESA in its facilities:
1. The size of the animal and whether it is too large for the classroom, office, or relevant space;
 2. Whether the animal's presence would force another individual from using that space (e.g., serious allergies);
 3. Whether the animal's presence would be disruptive to the academic or work environment;
 4. Whether the animal is housebroken;
 5. Whether the animal's vaccinations are up to date;
 6. Whether the animal poses or has posed in the past a direct threat to the individual or others, such as injuring or acting aggressively; and
 7. Whether the animal causes or has caused excessive damage to University facilities.
- C. When an animal has been properly removed pursuant to this policy, the University will work with the handler/owner to determine reasonable alternative opportunities to

participate in the University's services, programs, and activities without having the animal on the premises.

V. Responsibilities of Handlers/Owners

- A. **Laws, Ordinances, and Policies:** Handlers/owners are responsible for complying with all state laws and local animal ordinances and are subject to all University policies.
- B. **Proper Identification:** All animals are subject to local licensing and registration requirements.
- C. **Health and Vaccination:** Animals must be immunized against diseases common to that type of animal. All vaccinations must be current. These animals must wear a rabies vaccination tag and, in the case of ESAs, vaccination documentation must be provided to A&A or Human Resources prior to the animal being allowed into any facilities.
- D. **Caring for the Animal:** The cost of care, arrangements and responsibilities for the well-being of the animal are the sole responsibility of the handler/owner at all times. The University will accept no responsibility for the care of any animal covered by this policy.
 - 1. Animals must be kept clean and well groomed. University facilities may not be used for this purpose.
 - 2. Animals cannot be left unattended at any time. Animals cannot be confined to a vehicle, tethered, or abandoned at any time.
- E. **Keeping the Animal Under Control:** The animal should be fully controlled by the handler/owner, including responding to voice and/or hand commands (if this can reasonably be expected of the type of animal at issue). If an animal is found loose or unattended, the animal is subject to immediate removal.
- F. **Being Responsible for Damage Caused by the Animal:** Handlers/owners are personally responsible for any damage caused by their animals and must take appropriate precautions to prevent property damage. The handler/owner will be required to pay for any damages caused by the animal.
- G. **Being Responsible for Waste:** Cleaning up after the animal is the sole responsibility of the handler/owner and it must be done immediately. Waste must be bagged and discarded in designated outdoor receptacles. No waste may be flushed down toilets or discarded in interior waste bins. In the event that the handler/owner is not physically able to clean up after the animal, it is then the responsibility of the handler/owner to hire someone capable of cleaning up after the animal.
- H. **Leash Requirements:** Service animals should be on a leash at all times, unless the owner is unable to use a leash due to a disability or the use of the leash would interfere with the animal's ability to perform its duties. In that case, the owner must be able to control the

service animal by other effective means such as voice controls or signals. ESAs must be on a leash or in a carrier while on University property.

- I. **Observing Good Animal Etiquette:** To the greatest extent possible, the handler/owner should ensure that the animal does not display behaviors or make noises that are disruptive or frightening to others, unless it is part of the service being provided to the handler (e.g., barking to alert the handler of danger).
- J. **Emergency Situations:** The handler/owner is expected to follow all University procedures for emergency evacuation and participate in emergency evacuation drills. Individual needs must be arranged in advance with appropriate University personnel.
- K. **Other Conditions and Restrictions:** In response to a particular situation, the University reserves the right to impose other reasonable conditions or restrictions on the use of service animals and ESAs as necessary to ensure the health, safety, and reasonable enjoyment of University programs and activities by others.

VI. Other Information Specifically Related to Service Animals

A. Permitted Inquiries

- 1. In general, members of the University community should not ask about the nature or extent of a person's disability. However, as permitted by the ADA, if it is not obvious that the animal is required because of a disability, the handler may be asked:
 - a. If the animal is required because of a disability, and
 - b. What work or task the animal has been trained to perform.
- 2. The handler should not be asked for documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, University community members should not make inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., if the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

B. Areas Off Limits to ESAs and Service Animals

- 1. ESAs are permitted only in the building(s) or other areas of campus approved through the reasonable accommodation process.
- 2. While service animals are generally allowed to go anywhere on campus that the handler is allowed to go, there are certain areas where the presence of a service

animal fundamentally alters the nature of a program or activity or is disruptive. Examples of the areas that are off limits to service animals include:

- a. Research Laboratories: The natural organisms carried by service animals may negatively affect the outcome of the research. At the same time, the chemicals and/or organisms used in the research may be harmful to service animals.
- b. Mechanical Rooms/Custodial Closets: Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms and custodial closets, are off-limits to service animals. The machinery and/or chemicals in these rooms may be harmful to animals.
- c. Food Preparation Areas: Food preparation areas are off limits to service animals per health codes.
- d. Areas Where Protective Clothing is Necessary: Any room where protective clothing is worn is off-limits to service animals. Examples include chemistry laboratories, wood shops, and metal/machine shops.
- e. Areas Where There is a Danger to the Service Animal: Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor (e.g., molten metal or glass); where there is a high level of dust; or where there is moving machinery is off-limits to service animals.

3. Questions regarding areas that are off limits to service animals should be directed to A&A. Exceptions may be granted in some circumstances.

- C. **Service Animals in Training**: Service animals in training are permitted in all public facilities on the same basis as working service animals, provided that the dog is on a leash and is being led or accompanied by a trainer for the purpose of training the dog and the trainer has documentation confirming the trainer is affiliated with a recognized or certified service dog training organization. Service animals in training are not permitted in classrooms, offices, or other areas of campus buildings not open to the general public without prior approval obtained from A&A through the reasonable accommodation process.

VII. Additional Matters

- A. **Animal No Longer Necessary**: A&A or Human Resources should be notified when an animal covered by this policy will no longer be on campus or, in the case of ESAs, is no longer needed as an accommodation.
- B. **Conflicting Disabilities**: Some people may have allergic reactions, asthma, respiratory diseases or other responses to animals that are substantial enough to qualify as disabilities. The University is committed to ensuring that the needs of all people with disabilities are met and will determine how to resolve any conflicts or problems as expeditiously as

possible. If an individual has a disability that may be affected by the presence of animals, please contact A&A (students) or Human Resources (employees).

- C. **Concerns:** Concerns regarding an animal covered by this policy can be brought to the attention of A&A.

VIII. Grievance Procedure Related to Service Animals and Emotional Support Animals

If the decision is made to deny a request for or remove an animal covered by this policy, the affected individual may file a formal written grievance with the ADA/Section 504 Coordinator pursuant to the Non-Discrimination and Anti-Harassment Policy and Procedures.

IX. Reasonable Modifications to this Policy

Individuals wishing to request a modification or exception to this policy as a reasonable accommodation should contact A&A.

DRAFT



Accommodations for Students with Disabilities

I. Introduction

This section contains information about the University’s commitment to accessibility, the legal requirements with respect to disability-related accommodations for University students, what constitutes a disability, and the rights and responsibilities of students with disabilities.

A. Accessibility & Accommodations

Northwest Missouri State University’s (the “University”) [Accessibility and Accommodations](https://www.nwmissouri.edu/titleixequity/accessibility/) (“A&A”) office is responsible for coordinating support and arranging reasonable accommodations for students with disabilities. Reasonable accommodations is the umbrella term for academic adjustments or auxiliary aids or modifications or policies, practices and procedures to provide equal access to the University’s programs and activities for students with disabilities. Examples of accommodations include, but are not limited to, additional time or alternative arrangements for examinations and coordination of accessible housing. Reasonable accommodations are determined on a case-by-case basis, depending on the specific and individualized needs of the student. Accommodations decisions are informed by treatment provider documentation and academic program requirements. A&A may consult with the University’s faculty and staff in determining reasonable accommodations. The University is committed to fostering a learning, living, and working environment that is accessible for students with disabilities. Upon admission to the University, all new students with disabilities are encouraged to contact A&A. Current students seeking access, accommodations or support services for a disability should contact A&A at ada@nwmissouri.edu. For more information on the accommodations process and associated forms, please visit <https://www.nwmissouri.edu/titleixequity/accessibility/>.

B. What is a Disability?

An individual with a disability is defined as someone with a physical or mental impairment which substantially limits one or more major life activities of that individual. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. An impairment substantially limits a major life activity when the individual’s major life activity is restricted as to the conditions, manner, or duration under which the activity can be performed in comparison to most people.

C. Student Rights

A&A believes it is important for all students with disabilities to be aware of the rights afforded to them by law. A&A operates consistent with its obligations under Section 504 of the Rehabilitation Act of 1973 (“Rehabilitation Act”), 29 U.S.C. § 794, the Americans with Disabilities Act (“ADA”), 42 U.S.C. § 12111 *et seq.*, and the Fair Housing Act, 42 U.S.C. § 3601 *et seq.* Students have the following rights under these laws:

1. To receive reasonable accommodations that do not fundamentally alter a policy, requirement, or learning objective of a program or course;
2. To receive reasonable accommodations that do not place an undue financial, procedural, or administrative burden on the institution or its representatives;
3. To be engaged in the interactive accommodation process;
4. To request an appeal or reconsideration of accommodations if new documentation is available; and
5. To grieve a University determination about approved or denied disability-related accommodations, to report of a concern about a failure to implement an approved accommodation, report disability-related access barriers or report disability-related harassment and/or discrimination.

D. *Student Responsibilities*

Equally important are a student’s responsibilities in exercising these rights. The following are actions students are responsible for taking to exercise these rights under the ADA and the Rehabilitation Act:

1. Students must contact A&A to self-identify their disability status and request accommodations for their disability;
2. Students must provide supporting documentation of their disability from an appropriate and qualified medical professional with established and consistent contact in a manner that complies with the Guidelines for Disability Documentation outlined in Section II.B, below;
3. Students must provide Accommodation Letters to their professors and residential housing staff, as appropriate; and
4. Students must schedule exams at least three business days (3) days in advance with A&A.

II. Procedure for Accommodations Requests

This Section contains a general overview of process for reviewing accommodation requests. Each of the steps in the process are described in greater detail in subsequent subsections. The timing of A&A's response to requests may vary depending on complexity and the nature and extent of follow-up required. A&A generally endeavors to resolve accommodation requests within twenty-one (21) days. A&A's general review process is as follows:

1. The student submits an Accommodation Application, along with any documentation from treatment providers required to verify disability status and the need for reasonable accommodations. Please see Section II.B ("Guidelines for Disability Documentation") for further information. The review process does not begin until the student's completed Accommodation Application and treatment provider documentation are received.
2. The student is contacted by A&A.
3. The student may meet with A&A staff to discuss disability-related access barriers and potential accommodations. Students may bring an academic advisor, parent, or other individual as needed to their meeting with A&A. During this meeting, A&A staff will review these policies and procedures.
4. A&A reviews the student's Accommodation Application, treatment provider documentation, and information provided during the meeting, if applicable, to determine appropriate and reasonable accommodations.
5. A&A notifies the student of their approved accommodation.
6. The student provides the Accommodation Letter to professors and completes any accommodation-related follow-up steps (e.g., scheduling exams, registering an ESA with Residential Life, etc.)
7. Once accommodations are approved, they apply on a prospective basis. For example, an approved accommodation does not apply to course work completed before the request and approval of an accommodation.

A. *Request an Accommodation*

Submitting an Accommodation Application with A&A is the first step for students seeking to request a disability-related accommodation or service. Students who are unsure about their eligibility for assistance should complete the Accommodations Request Form and meet with A&A staff to discuss their situation. Please contact us at ada@nwmissouri.edu with any questions or accommodation inquires.

B. *Guidelines for Disability Documentation*

In order to ensure that students' needs are directly linked to accommodations, the Rehabilitation Act and the ADA allow higher education institutions to require disability

documentation from students to verify disability status and the need for reasonable accommodations. A&A has established the following disability documentation guidelines.

General guidelines:

1. The documentation required may depend on the type of disability.
2. Although treatment provider documentation may recommend certain accommodations, A&A retains discretion to assess reasonableness in light of its administrative operations and academic programs. Because every student is different, accommodations that may be appropriate for one student are not necessarily well-suited to others, depending on severity, medical history, and course of study.
3. The student must bear any cost incurred in obtaining documentation. For referrals to low-cost treatment providers for any disability type, please contact A&A.
4. If the original documentation is incomplete or inadequate to determine the extent of the disability or reasonable accommodation(s), A&A has the discretion to require additional documentation.
5. Students must complete the application process and submit disability documentation before they may receive accommodations and services. A&A reserves the right to deny services or reasonable accommodations while the receipt of appropriate documentation is pending.
6. Documentation written in a language other than English must be translated and notarized. All such documentation as well as documentation from outside the United States written in English must follow A&A guidelines.

Disability documentation must:

1. Be recent enough to permit assessment of the current impact the disability has on learning or other major life activities.
2. Establish clear evidence of a substantial impact on one or more major life activities.
3. Establish a direct link between the underlying impairment and the recommended accommodations.
4. Include the student's history of receiving reasonable accommodations and academic adjustments, if such history exists.
5. Include specific recommendations for accommodations, as well as an explanation as to why each is necessary.

6. Be issued by a medical or otherwise qualified, licensed professional, unrelated by birth or marriage to the student, printed on letterhead, dated, signed, and including the professional's licensing information. No information may be redacted. The University reserves the right to require that a certified copy of the report be transmitted directly from the evaluator to A&A.

III. Special Provisions Regarding Certain Accommodation Requests

This section contains special provisions regarding certain accommodation requests, including (1) temporary and short-term disabilities; (2) pregnancy, childbirth, lactation, and related medical conditions; and (3) medical marijuana.

A. Temporary Disabilities

In the case of temporary disabilities and/or short-term hospitalizations, every effort will be made to provide reasonable accommodation for the duration of any disability. To ensure prompt and appropriate action, A&A should be notified immediately of the arrangements believed to be necessary to accommodate a given temporary disability.

B. Pregnancy, Childbirth, Lactation, and Related Conditions

The benefits and services provided to students affected by pregnancy shall be no less than those provided to University students with temporary medical conditions. Pregnancy in and of itself is not considered a disability; however, some conditions arising from pregnancy (e.g., hypertensive preeclampsia, gestational diabetes, and others) may constitute disabilities that necessitate reasonable academic and/or extracurricular accommodations. Students with pregnancy-related disabilities, like all other students with disabilities, are entitled to academic adjustments or auxiliary aids and services in accordance with the ADA and the Rehabilitation Act. Students with pregnancy-related disabilities are encouraged to reach out to A&A as soon as pregnancy-related disabilities arise. While accommodations should be provided in as timely a manner as a possible, the University recognizes that pregnancy and its potential health-related consequences, including pregnancy-related disabilities, are not fully predictable. Thus, the University will work diligently to accommodate pregnancy-related accommodations requests as they arise. Reasonable accommodations can include, but are not necessarily limited to:

1. Accommodations requested by the pregnant student to protect the health and safety of the student and/or the pregnancy (such as allowing the student to maintain a safe distance from hazardous substances);
2. Modifications to the physical environment (e.g., accessible seating);
3. Extending deadlines and/or allowing the student to make up tests or assignments missed for pregnancy-related absences;

4. Providing remote learning options, where such options do not fundamentally alter the course or academic program in question and can be provided without undue financial or administrative burden to the University; and/or
5. Modified academic responsibilities in light of pregnancy and related health concerns.

C. Medical Marijuana

Patients who reside in Missouri may qualify for medical cannabis if they have a terminal illness, chronic medical condition, debilitating psychiatric disorder, or suffer from one of eighteen specified medical conditions. However, medical marijuana is not a reasonable accommodation under the ADA for students with disabilities, as marijuana is an illegal drug under the federal Controlled Substances Act, 21 U.S.C. § 812(c). The University abides by the federal Drug-Free Workplace Act, 42 U.S.C. ch. 81, and the federal Drug-Free Schools and Communities Act, 20 U.S.C. § 1011i. Both Acts require that “as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education, or state/local educational agency must certify that it has adopted and implemented a program to prevent the unlawful manufacture, possession, use, or distribution of illicit drugs and alcohol by students.” Because marijuana is a controlled substance under federal law, the University is prohibited from allowing it on campus and therefore A&A cannot honor a student’s request to use marijuana as an accommodation, even with the requisite legal authorization under state law.

IV. Disability Grievance Procedures

The University has adopted internal grievance procedures providing for prompt, equitable and impartial resolution of grievances alleging any action prohibited by the ADA, the Rehabilitation Act, and/or the Fair Housing Act. Students who believe they have been subjected to discrimination or harassment on the basis of disability may file a formal written grievance with the ADA/Section 504 Coordinator in the A&A office pursuant to the University’s Non-Discrimination and Non-Harassment Policy and Procedures.