

# Student Disability Accommodations

*Last Updated: January 2026*

## Overview

MNU provides reasonable accommodations to qualified students with disabilities in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. The purpose of these laws is to remove barriers that prevent qualified individuals with disabilities from enjoying the same opportunities available to persons without disabilities and to ensure equal access to educational opportunities and campus life.

A student requesting accommodation based on a disability must have a disability covered by law and be qualified with or without reasonable accommodation. The University is only obligated to provide reasonable accommodation, and it is not required to fundamentally alter its programs to accommodate a student. Thus, not all accommodation requests will necessarily be granted.

## Requesting Accommodations

Students are notified by instructors, course syllabi, and the MNU website that requests for accommodations should be directed to the Director of Accessibility, located on the first floor of the Mabee Learning Commons. Students may contact the Accessibility Office at 913-971-3581 or [access@mnu.edu](mailto:access@mnu.edu).

**Students must self-identify and affirmatively make a request for accommodations.** We encourage timely requests before the start of the semester as the review process takes time, but requests are accepted at any point during your studies. Please note that accommodations are not retroactive and cannot be applied to previously completed assignments or exams. Requests for special housing should be made at least 60 days prior to the start of the semester.

## The Accommodation Process includes:

- An individual, interactive interview to discuss your needs
- Submitting appropriate documentation to the Office of Accessibility
- Case-by-case review by qualified professionals
- Collaborative determination of reasonable accommodations

- Accommodation Notices are prepared and sent to professors and/or the Residential Life Director by the Director of Accessibility.
- After accommodation notices are sent to professors, students are responsible for discussing the approved accommodations with their professors.
- Once students have been approved for accommodations, they must contact the Accessibility Office each subsequent semester to request their accommodations be activated. Accommodations will not be in effect until this request is made.

**\*\*\*Finalization of the accommodation process takes approximately one week from the time the appropriate documentation is submitted and the interactive interview is completed.**

## Documentation Requirements

Documentation must be from a Treating Professional who has an established professional relationship with the student and credentials that establish expertise in treating the student disability. It should be printed on letterhead, be prepared by a licensed professional unrelated to the student, and include the date, signature and license number of the professional. All accommodation suggestions are taken into consideration, but MNU makes the final determination. Each circumstance is different, but generally, the documentation should be dated within the past few years to be considered current unless the documented disability is one that does not substantially change over time.

Requirements vary by disability type but may include:

### Learning Disabilities and/or ADHD

Diagnosis from a licensed psychologist, psychiatrist, or educational diagnostician, including assessment information, evaluation results, summary of limitations, IEP or 504 records (if applicable), and accommodation recommendations.

### Traumatic Brain Injury

Neuropsychological report, description of symptoms and limitations, and suggested accommodations.

### Vision and/or Hearing Impairments

Current diagnosis including summary of present functioning, description of symptoms and limitations, and suggested accommodations.

## Physical/Orthopedic/Health Disabilities

Medical verification, functional limitations, symptom description, personal care concerns if applicable, and suggested accommodations.

## Psychiatric Disabilities

Current diagnosis from a psychiatrist or psychologist, symptom description and limitations, assessment summary and suggested accommodations.

## Temporary Disabilities

Medical verification, symptom description and limitations, and time-limited accommodation suggestions.

## Important Notes

- Accommodations are individually determined based on functional impact and the presence of a barrier.
- The same diagnosis may result in different accommodations for different students.
- Accommodation requests cannot be granted if they fundamentally alter academic standards or create an undue burden.
- MNU works collaboratively with students to identify appropriate support, but accommodations are not granted based primarily on personal preference or comfort.

## Contact

For questions or to begin the accommodation process, contact the **Director of Accessibility** at [access@mnu.edu](mailto:access@mnu.edu) or (913) 971-3581. The Accessibility Office is located on the first floor of the Mabee Learning Commons.

## MNU Student Grievance Procedure (ADA & Section 504)

Students who believe they have not been granted an accommodation that they are entitled to or who feel an approved accommodation is not being appropriately implemented may invoke the following procedures:

1. Attempt to resolve issue informally by contacting the Director of Accessibility at [access@mnu.edu](mailto:access@mnu.edu) or 913-971-3581.
2. If direct discussion is unsuccessful, an informal discussion with the Vice President for Academic Affairs and Chief Academic Officer is the next step. The VPAA/CAO can be reached at 913-971-3393 or [cao@mnu.edu](mailto:cao@mnu.edu).
3. A meeting with the student and the personnel involved is arranged by the VPAA/CAO in an attempt to resolve the dispute.
4. If the dispute is unresolved at the informal level shown above in numbers 1-3, the Student Grievance Procedure is followed with the following modifications:
  - Committee of 4-5 people is formed within 10 days.
  - Copy of the findings or recommendations are gathered within 15 working days of committee formation.
  - Appropriate action is carried out within 5 working days based upon committee recommendation.
  - VPAA/CAO adheres to the decision of the committee and oversees the implementation of the recommendation.