

Minnesota State University, Mankato University Policy	
Policy Name: Access for People with Disabilities	Effective Date of Last Review: August 1, 2025
Custodian of Policy: Provost and Vice President for Academic Affairs	Date of Last Review: September 2024
Date of Adoption: June 2000	Date of Next Review: September 2030

POLICY

Minnesota State University, Mankato is committed to providing an accessible, inclusive, and equitable environment for all students, staff, faculty, and visitors, including those with disabilities. We strive to remove barriers and provide appropriate accommodation to foster an inclusive learning and working environment.

Minnesota State Mankato will take proactive measures to ensure that all academic and non-academic programs, services, physical facilities, activities, and digital content are accessible and provide equitable access to individuals with disabilities.

Requests for accommodation must be initiated by the individual. Reasonable accommodation may include: alterations to rules, policies, or practices, removal of architectural or communication barriers, and/or the provision of auxiliary aids.

Minnesota State Mankato has the right to refuse to provide accommodation that poses a direct threat to the health and safety of others, constitutes a substantial change or alteration to an essential element of a course or program, results in undue financial or administrative hardship to the University, or is considered a personal device or service (i.e. wheelchairs, hearing aids, personal transportation).

PROCEDURE

Student Process:

To get started with the accommodation process:

- Students with disabilities do not have to report or identify themselves unless they want to request accommodations for disability barriers at [Accessibility Resources Request](#).
- Students may be asked to provide documentation of disability to help determine eligibility for accommodations.

- Students who already have documentation, can upload it to MavAccess, email it to ar@mnsu.edu, have their provider fax it to 507-389-1199, or bring it with them to their scheduled meeting. Accessibility Resources has templates available on their website that students can give to their provider if preferred.
- If students don't have documentation and it is needed, Accessibility Resources staff will assist the student at the initial meeting.

Responsibilities of Students with Disabilities include:

- Follow specific Accessibility Resources procedures for obtaining reasonable and appropriate accommodation, including meeting timelines each semester.
- Abide by the Minnesota State University, Mankato Student Code of Conduct.
- Meet the University's qualifications and essential technical, academic, and institutional standard.

Responsibilities of Accessibility Resources include:

- Determine reasonable accommodation for each student based on the individual's disability related needs.
- Assure the student receives appropriate accommodation.
- Support and consult with faculty and department staff regarding student disability accommodations as they relate to applicable laws.

Responsibilities of faculty and staff include:

- Understand and comply with the University's policies and procedures for providing accommodation to students with disabilities.
- Notify students, through the class syllabi and/or departmental electronic and printed materials, that accommodation is available.

Sample paragraph to include on class syllabi:

Minnesota State University, Mankato provides students with disabilities reasonable accommodation to participate in educational programs, activities, or services. Students with disabilities requiring reasonable accommodation to participate in class activities or to meet course requirements should first register with Accessibility Resources (Memorial Library 132, telephone 507-389-2825, TDD 711, or email ar@mnsu.edu) to establish an accommodation plan.

- Discuss with Accessibility Resources staff any concerns related to the accommodation(s) or arrangements requested.
- Maintain appropriate confidentiality of information and communication regarding students with disabilities, except as permitted/required by law.
- Determine the essential elements and academic standards of the course or program.

Employee Process:

Employees with disabilities do not have to report or identify themselves unless they want to request accommodations through the Human Resources Office at [Benefits and Leaves](#).

A qualified individual is a person who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for employment, receipt of services, or participation in a university program or activity.

- Employee reaches out to benefits-and-leaves@mnsu.edu requesting accommodations.
- Human Resource sends Employee ADA Documentation ([Accommodation Request Form](#) and [Authorization to Release Medical Information](#)).
- Employee sends completed paperwork back to Human Resources
- Human Resources sends the release of information and a letter requesting documentation paperwork to the Medical Provider
- Human Resources sets up necessary meeting with the Employee and the statutory supervisor if needed.

ADA is never permanent. It is an interactive process. Things can change based upon circumstances. Circumstances should be reviewed. If temporary is not mentioned it is hard to reverify to ask employees how this current accommodation is working. Human Resources then reviews the circumstances around the accommodation.

Grievance/Complaint Process

This grievance/complaint process shall apply to situations where a student or an employee has followed the established procedures to request accommodation based on disability and the request has been denied or otherwise not provided.

- Written or emailed grievances should be filed within 30 days of the date the incident occurred with the Director of Accessibility Resources or the Director of Human Resources.
- If an informal resolution is not reached through the Grievance/Complaint Process with Accessibility Resources or Human Resources, the student or employee should file a complaint through the University's Office of Equal Opportunity and Title IX (507-389-2986; eotitleix@mnsu.edu)
- Students also may file a complaint directly with the U.S. Department of Education's Office for Civil Rights ([File A Complaint | U.S. Department of Education](#)) or with the Minnesota Department of Human Rights ([Report Discrimination / Minnesota.gov](#)). The Statute of Limitations for filing a complaint with the Office for Civil Rights is 180 days from the date the incident occurred.

Confidentiality and Maintenance of Records

All disability-related documentation will be centralized in a confidential file in Accessibility Resources (for students) or Human Resources (for employees). Departments, faculty, and staff may not access diagnostic or other information regarding a person's disability and may not keep

copies of such documentation. Information concerning a person’s disability should be disclosed only to those with a legitimate “need to know”. Sharing information with other faculty and staff needs to be balanced with the person’s interest while maintaining their privacy. Confidentiality is not maintained in the case of child abuse, suicidal, or homicidal intent.

A confidential file is maintained on each person that includes demographics, documentation of the disability, a record of each contact and action taken. An electronic database is utilized for caseload management purposes for Accessibility Resources and Human Resources staff only. Student and employee records will be shredded (7) years after the last contact. But Accessibility Resources and Human Resources will maintain a record of each person and the dates of affiliation with the offices.

RATIONALE

This policy adheres to the requirements of federal, state, local laws, and accessibility standards including but not limited to:

- The Americans with Disabilities Act (ADA)
- Section 504 of the Rehabilitation Act (physical and virtual spaces, services, and activities)
- Section 508 of the Rehabilitation Act (concerning digital accessibility)
- The Web Content Accessibility Guidelines (WCAG) 2.1 Level AA (digital content and web-based resources)
- Fair Housing Act of 1968 (prohibits discrimination by direct providers of housing)
- Minnesota Respond, Innovate, Succeed, and Empower (RISE) Act
- The Minnesota State Board Policies 1B.4 Access and Accommodation for Individuals with Disabilities

The ADA defines a person with a disability as someone who:

Has a physical or mental impairment; has a record of such impairment; is regarded as having such an impairment which substantially limits one or more major life activity such as self-care, walking, seeing, hearing, speaking, breathing, or learning.

A qualified individual is a person who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for employment, receipt of services, or participation in a university program or activity.

Policy:		
Formal Review Process	Date Submitted	Date Reviewed

✓ Vice President's Recommendation		Date
✓ President's Approval		Date