

## Guide to Accommodating Students with Disabilities

### Applying to WVU

Acceptance to WVU is based on an applicant meeting published admission criteria with no preference provided on the basis of disability. Students are notified of acceptance by letter and/or email from WVU Admissions. For further information contact the Admissions Office at:

(304) 293-2121 or 1-800-334-9881

Email: [go2wvu@mail.wvu.edu](mailto:go2wvu@mail.wvu.edu)

<http://admissions.wvu.edu>

### Following Admission to WVU

Persons with disabilities should contact the Office of Accessibility Services (OAS) to plan for potential accommodation needs:

Office of Accessibility Services

West Virginia University

PO Box 6423

B20 Stewart Hall

Morgantown, WV 26506-6423

Voice: (304) 293-6700

Fax: (304) 293-3861

Email: [access2@mail.wvu.edu](mailto:access2@mail.wvu.edu)

<http://accessibilityservices.wvu.edu>

### Qualifying for Academic Accommodations

Accommodations are determined on an individual basis, taking into consideration the student's submitted documentation, history, as well as the reasonableness of the request. In order to receive disability-related accommodations, students must:

- Complete an online application which can be found at: <http://accessibilityservices.wvu.edu/register>
- Establish that he or she is an "individual with a disability" by providing documentation that meets OAS's documentation standards that can be found below or at: <http://accessibilityservices.wvu.edu/res/documentation>
- Meet with an Accessibility Specialist to determine if there is a reasonable accommodation that will allow the student to complete the requirements of a class, program, as well as University requirements. During this meeting requirements for being "qualified," may also be discussed. Being "qualified" means that a student may be required to document that they can perform the essential tasks and functions of the program and required courses. Meeting the admissions standards of the University or program does not always address essential function requirements of a program or major. Essential functions, tasks, standards and requirements of a program cannot be removed. Possible performance standards may be applicable within the areas of: observation; communication; sensory and motor function; intellectual, conceptual, integrative and quantitative abilities; behavioral and social requirements.

### Documentation Standards

All WVU students requesting disability-related accommodations must provide up-to-date, appropriate, and objective documentation that clearly substantiates a significant functional impairment. A significant functional impairment means that a student's ability to perform a major life activity is below average compared to other persons of that age.

#### Diagnostic evaluation reports submitted as documentation

PO Box 6423 | B20 Stewart Hall

Morgantown, WV 26506-6423

Equal Opportunity/Affirmative Action Institution

#### must:

- Appear on official letterhead and be typed, signed, and dated by a qualified, licensed professional who is credentialed in the area related to the diagnosed condition for which the accommodation is being requested.
- Provide a specific, definite diagnosis, including symptoms and fluctuating conditions related to the student's disability or condition. When appropriate, include a history of diagnosis, including duration, stability, and/or progression of the condition.
- Provide recent objective findings, test scores, and/or clinical observations used to determine the diagnosis of the student's disability, the student's functional limitations, and the student's current need for accommodation(s).
- Identify current medications the student is taking, as well as any side effects currently experienced by the student.

#### The following information/documentation is *not* adequate for determining accommodations:

- A brief note from a physician or health professional that simply requests an accommodation or provides a diagnosis without offering supporting documentation. This includes information or notes written on a prescription pad, as well as aftercare instructions issued to the patient.
- Evaluation reports of a learning difficulty that are not comprehensive or that identify "problems or challenges" but do not specifically diagnose a learning disability.

**NOTE:** An Individualized Education Plan (IEP), 504 Plan, outdated documentation, and evaluations normed on child scales may not provide sufficient documentation. These documents do however serve as an appropriate starting place for discussions about accommodations with your Accessibility Specialist. A request for additional documentation, as well as further evaluation, may also be discussed to assist in the authorization of accommodations.

### Accommodations

- Students are personally responsible for applying in a timely manner to the WVU OAS regarding their need for accommodations.
- An Accessibility Specialist, in conjunction with the student, develops reasonable accommodations in relation to both the student's needs and appropriate documentation.
- Students must contact the OAS at the beginning of each semester to request and arrange for academic accommodations.
- Accommodation authorizations are sent by email from the Accessibility Specialist to instructors. Students must then verbally request from each instructor which authorized accommodation he/she requires for the class.
- Planning and implementation of accommodations by the instructor may take time; therefore the student must contact his/her instructors as soon as possible at the beginning of each semester to discuss accommodation implementation.
- Problems with receiving accommodations should first be communicated to the instructor and the Accessibility Specialist simultaneously.
- If a student changes their schedule by adding a class they should notify their Accessibility Specialist as soon as possible if accommodations are needed.

If a student feels they are not being appropriately accommodated he or she may file a complaint with the **Division of Diversity, Equity and Inclusion** at (304) 293-5600 or

<http://accessibilityservices.wvu.edu/res/complaint>

### Confidentiality

Information provided to the OAS is considered **CONFIDENTIAL** and is not disclosed to a third party without the written permission of the student.

Updated July 2017

Phone: 304-293-6700 | Fax: 304-293-3861

[access2@mail.wvu.edu](mailto:access2@mail.wvu.edu) | <http://accessibility.wvu.edu>

Alternative Formats available upon request

## Documentation Standards

West Virginia University is committed to providing reasonable and effective accommodations to qualified individuals with disabilities. All WVU students requesting disability-related accommodations must register with the WVU Office of Accessibility Services and provide up-to-date, appropriate, and objective documentation that clearly substantiates a significant functional impairment. A significant functional impairment means that a student's ability to perform a major life activity is below average compared to other persons of that age.

Diagnostic evaluation reports submitted as documentation must:

1. Appear on official letterhead and be typed, signed, and dated by a qualified, licensed professional who is credentialed in the area related to the diagnosed condition for which the accommodation is being requested.
2. Provide a specific, definite diagnosis, including symptoms and fluctuating conditions related to the student's disability or condition. When appropriate, include a history of diagnosis, including duration, stability, and/or progression of the condition.
3. Provide recent objective findings, test scores, and/or clinical observations used to determine the diagnosis of the student's disability, the student's functional limitations, and the student's current need for accommodation(s).
4. Identify current medications the student is taking, as well as any side effects currently experienced by the student.

The following information/documentation is *not* adequate for determining accommodations:

- A brief note from a physician or health professional that simply requests an accommodation or provides a diagnosis without offering supporting documentation. This includes information or notes written on a prescription pad, as well as aftercare instructions issued to the patient.
- Evaluation reports of a learning difficulty that are not comprehensive or that identify "problems or challenges" but do not specifically diagnose a learning disability.

**NOTE:** An Individualized Education Plan (IEP), 504 Plan, outdated documentation, and evaluations normed on child scales may not provide sufficient documentation. These documents do however serve as an appropriate starting place for discussions about accommodations with your Accessibility Specialist. A request for additional documentation, as well as further evaluation, may also be discussed to assist in the authorization of accommodations.

## Documentation Standards for Housing Accommodations

All WVU students requesting disability-related accommodations in relation to housing and meals must register with the WVU Office of Accessibility Services and provide up-to-date, appropriate, and objective documentation that clearly substantiates a significant functional impairment. A significant functional impairment means that a student's ability to perform a major life activity is below average compared to other persons of that age.

Determinations on reasonable housing and meal accommodations will be based on the documentation submitted to OAS at the time of the student's application and discussion with their Accessibility Specialist.

To gain an approved housing or meal accommodation for any WVU sponsored property, you must:

1. **Apply** for housing through the WVU Housing Portal and choose "YES" under section 3 about Accessible Housing Accommodations. Please note, students will not be able to select a room or roommate when answering "YES" to Accessible Housing Accommodations. You must also meet all housing application process deadlines.
2. **Register** with the Office of Accessibility Services (OAS) at <http://accessibility.wvu.edu/register>.
3. **Submit a completed Licensed Professional Questionnaire** with a licensed professional who is credentialed in the area related to the diagnosed condition for which the accommodation is being requested. Documentation provided must not be more than one year old.
4. **Write and submit a Personal Statement** that includes a rationale for your housing accommodation and how this accommodation will enrich your Mountaineer experience.
5. **Meet with an Accessibility Specialist.**

If a Housing Accommodation is Authorized, OAS will notify the Office of Housing and Residence Life who will then notify the student of the housing arrangement. Once a student has signed their housing contract and is living with a WVU sponsored property the policies and procedures of the Office of Housing and Residence Life apply.

The following documentation in itself is not sufficient to authorize a housing accommodation, but may be provided to assist in determination of reasonable academic accommodations.

- Individualized Education Plan (IEP)
- 504 Plan
- Psychological Test results

Please submit all documentation to the West Virginia University Office of Accessibility Services.

## Licensed Professional Questionnaire

### **To be completed by the student:**

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

I request that the following information from my licensed professional be used as documentation of my request for a housing accommodation. I understand that this documentation may be reviewed by and discussed with members of the WVU Housing Review Committee as appropriate.

Furthermore, I give my consent for any member of the WVU Office of Accessibility Services to contact my licensed professional for additional information as needed.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **To be completed by the licensed professional:**

Provider: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

License Number: \_\_\_\_\_ Office Name: \_\_\_\_\_

1. What is the student's diagnosis and date of diagnosis?

2. Is the student/patient currently under your care?  Yes  No  
a. If so, duration of care?

b. Date of most recent contact?

3. What major life activities are limited due to this diagnosis?

4. Describe how this condition affects the student's life functioning, specifically in relation to the student's housing and/or dining experience.
5. Explain the effect of living in a WVU sponsored property on the student's condition.
6. What specific recommendations for accommodations do you have regarding housing and/or meal plan assignments? Indicate if any recommendations are medically necessary.
7. How would these recommendations reduce the effects this student's condition may have on life functioning, specifically in relation to the student's housing and/or dining experience?
8. What accommodations could be implemented in WVU sponsored housing to alleviate or minimize the adverse consequences of the condition?
9. Please include any other information that might be helpful in working with this student/patient.

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**Licensed Professional's Signature**

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**Date**

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**Licensed Professional's Printed Name**

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**Date**

## Testing Options

West Virginia University (WVU) is committed to providing reasonable and effective accommodations to qualified individuals with disabilities. All WVU students requesting disability-related accommodations must register with the WVU Office of Accessibility Services (OAS) and provide up-to-date, appropriate, and objective documentation that clearly substantiates a significant functional impairment as well as providing evidence of the need for accommodations. A significant functional impairment means that a student's ability to perform a major life activity is below average compared to other persons of that age.

OAS does not refer students directly to medical or psychological service providers. Students may submit documentation from any provider of their choice. Documentation standards may be found on the OAS website.

In some instances, documentation supporting cognitive, learning, and psychological diagnoses may need to be updated if it does not sufficiently substantiate an impairment for which accommodations are being requested. The following is a partial list of some offices in the Morgantown area that may be able to assist with psychological evaluations. OAS does not specifically endorse or specially recommend any of the organizations listed below.

**Cardinal Pediatrics, PLLC**  
1247 Suncrest Towne Centre  
Morgantown, WV 26505  
Phone: 304-599-8003

**Quin Curtin Center**  
1124 Life Sciences Building  
PO Box 6040  
Morgantown, WV 26506  
Phone: 304-293-2001

**Fremouw-Sigley Psychological Associates**  
1224 Pineview Dr, Apt. B2  
Morgantown, WV 26505  
Phone: 304-598-2300

**Wedgewood Family Practice**  
1197 Van Voorhis Rd.  
Morgantown, WV 26505  
Phone: 304-599-9400

**New Beginnings Psychological Services, PLLC**  
235 High St. Suite 608  
Morgantown, WV 26505  
Phone: 304-241-8115

**WELLWVU**  
390 Birch Street  
PO Box 6422  
Morgantown, WV 26506  
Phone: 304-293-9355

## Procedures for Authorized Academic Accommodations

### Request Academic Accommodations

1. Each semester you must request your academic accommodations by making an electronic request through [SAMM](#).

### Implementing Academic Accommodations

1. Schedule an appointment with every instructor each semester to verbally request and discuss implementation of authorized academic accommodations.
2. Sign, obtain instructor's signature, and save the [Accommodation Agreement form](#).
3. Allow at least one week for the instructor to provide academic accommodations.

### Changes in Request

1. If you feel that you need additional accommodations to those listed in your Notification of Accommodation email, immediately make an appointment to see your Accessibility Specialist.

### Issues with Implementation

1. If an authorized academic accommodation is not being implemented properly, speak to your instructor and contact your Accessibility Specialist immediately.
2. If you wish to file a complaint because you feel that you have not been appropriately accommodated, you should contact the Division of Diversity, Equity and Inclusion at 304-293-5600 or <http://accessibility.wvu.edu/res/complaints>.

I have read and understand the WVU Office of Accessibility Services (OAS) "Procedures for Authorized Academic Accommodations". I request that OAS send notification of my academic accommodations to the appropriate individuals within WVU and inform them of my need based on the documentation submitted. If any of these individuals contacts OAS, OAS has my permission to discuss my need for academic accommodations and how such accommodations may be implemented.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Student Name: \_\_\_\_\_

Semester: \_\_\_\_\_

## ACCOMMODATION AGREEMENT FORM

**It is the Student's Responsibility to:**

- Schedule an appointment with each class instructor every semester to verbally request and discuss implementation of authorized academic accommodations.
- Sign, obtain instructor's signature, and save the Accommodation Agreement form.
- Allow at least one week for the instructor to provide academic accommodations.

**It is the Instructor's Responsibility to:**

- Read the Notification of Accommodation email sent to their MIX email account.
- Review the student's Notification of Accommodation email with them in a confidential setting.
- Collaborate with the student to implement the accommodations outlined within one week.
- Sign and date below to indicate that the student has discussed academic accommodations with them.
- Black out other Instructors' signatures on any saved copies of this agreement.
- Store all Office of Accessibility Services related documentation in a secure location.

Instructor	Student	Course	Date
Instructor	Student	Course	Date
Instructor	Student	Course	Date
Instructor	Student	Course	Date
Instructor	Student	Course	Date
Instructor	Student	Course	Date
Instructor	Student	Course	Date
Instructor	Student	Course	Date



## Recorded Lecture Agreement

A student with a qualifying disability who has registered with the Office of Accessibility Services (OAS) and receives notetaking as an accommodation may record lectures for his or her personal study use.

### **Students:**

- Understand that it is your responsibility to notify the instructor that they may be recording class lectures prior to recording any lectures.
- Understand that information from the recorded lecture is protected under federal copyright laws and may not be reproduced or uploaded to publicly accessible websites.
- Will not copy, distribute, or share these recordings with any other students or third party.
- Agree to delete the recorded materials in any and all formats at the end of the semester.
- Will retain the original recorded lecture agreement for their records.

### **Instructors:**

- May request a copy of the recorded lectures at any time.
- Understand that recorded lectures cannot be used against the faculty member, other lecturers, or students except when required by law (such as in the case where there is an explicit threat that has been made to public safety).
- May request a copy of the recorded lecture agreement for their records.

Both the student and instructor must sign this agreement before lectures may be recorded.

By signing below, I understand and agree to the terms of this agreement.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Course Title and Number

\_\_\_\_\_  
Student ID #