

Documentation Standards for Academic Accommodations

All WVU students requesting disability-related academic 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. An individual with a disability is defined as a person who has a physical or mental impairment that substantially limits one or more major life activities.

Determinations on reasonable academic 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 be authorized for academic accommodations, students must:

1. **Register** with the Office of Accessibility Services (OAS) at <http://accessibility.wvu.edu/register>.
2. **Submit a completed Academic 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.
3. **Meet with an Accessibility Specialist.**

An Individualized Education Plan (IEP), 504 Plan, outdated documentation, and evaluations normed on child scales may not provide sufficient documentation.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.

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

If an academic accommodation is authorized, students must then request their accommodations every semester by logging into the Office of Accessibility Services SAMM website. An accessibility specialist will approve the requests and email the student and their instructors an official notification of accommodations. Students must schedule to meet with their instructor to verbally request and discuss their accommodation implementation.

Academic Licensed Professional Questionnaire

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. An individual with a disability is defined as a person who has a physical or mental impairment that substantially limits one or more major life activities.

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 academic accommodations.

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. Is this student currently under your care? Yes No

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.

- 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.

Licensed Professional’s Signature

Date

Licensed Professional’s Printed Name