



How to Obtain Academic Accommodations

West Liberty University provides reasonable academic accommodations to qualified disabled students in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Reasonable Accommodations may include, but are not limited to, providing appropriate core services necessary to ensure equal access, such as early registration, providing materials in alternative formats, providing notetakers, sign language interpreters and auxiliary aids and/or providing adjustments to testing procedures.

The University is not required to provide accommodations that impose an undue hardship on the University or fundamentally alter the educational program. Personal aids, attendants and individually prescribed devices and services are the responsibility of the student and not of the institution. For example, readers may be provided for classroom use, but West Liberty University is not required to provide readers for personal use or for use during individual study time. Tutoring is also considered a personal service.

Reasonable Accommodation Request Procedure

Accessibility Services is responsible for ensuring that students with disabilities are provided reasonable academic accommodations (academic adjustments, auxiliary aids, services) in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as amended. Accessibility Services is part of the Learning & Student Development Center (LSDC). The LSDC Director is responsible for addressing student requests for reasonable academic accommodations. Chris McPherson is the Interim Director of the LSDC and can be contacted at:

Chris McPherson

Interim Director, Learning & Student Development Center
West Liberty University
CUB 112
208 University Drive
West Liberty, WV 26074
Phone: 304-336-8274

Students may register with the LSDC and request accommodations at any time; however, the University is not required to provide retroactive accommodations. Students are encouraged to register with the LSDC at the beginning of an academic program and are encouraged to submit appropriate documentation/forms prior to the beginning or as early in the academic term as possible.



Register with Accessibility Services in the LSDC

Students may request reasonable academic accommodations through the LSDC by completing the appropriate paperwork/forms or by registering in person within the LSDC.

Students requesting reasonable accommodations are responsible for self-identifying by registering with the LSDC and providing appropriate documentation.

Students may submit documentation by:

- Emailing documentation to christopher.mcpherson@westliberty.edu
- Bringing documentation to your initial meeting
- Faxing documentation to 304-336-8398
- Uploading to appropriate online portals
- Mail to:

ATTN: Accessibility Services, Chris McPherson
West Liberty University
CUB 112
208 University Drive
West Liberty, WV 26074

More information about appropriate documentation may be found at:

<https://westliberty.edu/lcdc/accessibility-services/disability-documentation-guidelines/>

An individualized education program (IEP) or Section 504 plan, if a student has one, may help identify services that have been effective; however, they generally are not sufficient documentation because of the differences between postsecondary education and high school education. What a student may need to meet the requirements of postsecondary education may be different from what worked for the student in high school. Also, in some cases, the nature of a disability may change.

After receipt of appropriate documentation and any other necessary intake forms, the Director will review the information and make a determination as to whether the student is eligible to receive accommodations. The Director will notify the student in writing of the decision. The Director may request additional documentation if necessary.

After registering with Accessibility Services, students do not need to submit additional documentation of a disability unless the student requests an accommodation not supported by prior documentation.

Additional information regarding this process and our services can be found [HERE](#).