



Accessibility Services Student Responsibilities

West Liberty University is committed to providing academic accommodations for students with disabilities. This includes individuals with physical disabilities, learning disabilities and mental health disorders that meet the definition of a disability under the Americans with Disabilities Act.

Please read and initial next to each statement and return to:

Chris McPherson, Interim Director, Learning & Student Development Center/ADA Coordinator (Main Hall, Room 147)

I understand I can request accommodations at any time, but they cannot be applied retroactively. I understand that I need to request accommodations each semester by meeting with Accessibility Services or responding to the '**Request for Accommodations**' e-mail sent out before the start of each semester.

I understand my accommodations letters do not disclose my disability, only my approved accommodations. Information about my disability is kept confidential unless I have given permission for it to be shared.

I understand I need to be an active participant in the accommodation process, which includes meeting with each of my professors to deliver and review my accommodations and not only e-mailing the letters or giving them to professors in class. You can e-mail the professors your letter of accommodation but also need to meet with them to discuss accommodations and sign the 'Accommodation Agreement Form.'

I understand that if I have testing accommodations, I will need to either submit an online request using the '**Test Request Accommodation Form**' or in person with a staff member of the Learning and Student Development Center. I will make my request at least four business days in advance of the test day. I understand that late notifications may prevent me from receiving my accommodations. It is important to discuss scheduling, communication, and expectations with my professors at the start of the semester.

I understand if I have a grievance regarding my accommodations, I should try to discuss this with the professor first. If the issue is unresolved, I should notify Accessibility Services. Any grievance against Accessibility Services, if already discussed with Director, should go to the Vice President for Student Services.

I understand I need to notify Accessibility Services if I need to modify or add accommodations. I do not make these requests directly to my professors.

I understand that if I leave the College for any reason, I will need to re-request accommodations upon my return.

Print Name _____

Date _____

Signature _____