



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 and 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

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.



1. 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 of a disability.

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 it 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.



2. Meet Accessibility Services/Learning & Student Development Center Staff

If eligible to receive services, the Director will schedule an initial meeting with the student to discuss Accessibility Services policies and procedures as well as possible accommodations and available resources. Students should bring a copy of their academic semester schedule to the meeting. During this initial meeting, the student will complete any appropriate forms to be appropriately filed within the Learning & Student Development Center.

Following the meeting, the Learning & Student Development Center will prepare a Letter of Accommodation outlining the accommodations for which the student has been approved for that specific semester/term. Letters of Accommodation are based on the student's documentation, any appropriate intake forms, and through an interactive process with the student.

Letters of Accommodation will be emailed to the student's West Liberty University email account.

3. Implement Accommodations

After Learning & Student Development Center staff issue Letters of Accommodation, each student is responsible for making an appointment with each faculty member/instructor (typically during office hours) to discuss the Letter of Accommodation, their accommodation needs, and for providing each faculty member with a copy of the Letter of Accommodation. Faculty members are not required to provide accommodations in any course until the student has met with and provided the faculty member with the Letter of Accommodation. The purpose of the meeting is to discuss implementation of the accommodation as described in the Letter of Accommodation. Students must sign and obtain signature of each faculty member on the appropriate form provided by the Learning & Student Development Center. Students should return this completed form back to the Learning & Student Development Center to be kept on file.

If adjustments to testing procedures is an approved accommodation, students are required to follow all Exam Adjustment/Test Scheduling Procedures.



Faculty members are responsible for providing and implementing only the accommodation(s) approved by the Learning & Student Development Center set forth in each Letter of Accommodation.

Faculty members are not responsible for providing accommodations to any student who does not have a Letter of Accommodation. Faculty members should refer any student to the Learning & Student Development Center who requests an accommodation, but does not have a Letter of Accommodation.

4. Requesting Accommodations In Subsequent Semesters

Students are required to submit a form shared by the Learning & Student Development Center and follow Step 3 for each academic semester/term they wish to receive accommodations. This form is typically online, but students can visit the Learning & Student Development Center and work with a staff member to complete.

5. ADA Grievance Procedure

If, at any time, a student feels their accommodation request(s) are not being fulfilled properly, the student should notify the appropriate Learning & Student Development Center staff member. Students may also refer and utilize the Grievance Procedure available online at: <https://westliberty.edu/lcdc/accessibility-accommodations-grievance-procedure/>



Exam Adjustment/Test Scheduling Procedures

Options

Students authorized for exam accommodations have three (3) exam options:

1. Take exams with the class without accommodations.
2. Take exams with appropriate accommodations arranged by/with the instructor.
3. Schedule/take exams with the Learning & Student Development Center with appropriate accommodations.

Student Responsibilities

- Notify your instructor at least four days prior to **EACH** test/quiz that you wish to take the exam with the Learning & Student Development Center. This notification is automatically sent when a student completes the [Test Request Form](#) online.
- Notify your instructor at least two (2) weeks prior to any final exam that you wish to take in the Learning & Student Development Center. This notification is also sent automatically when a student completes the [Test Request Form](#).
- If an arrangement has been made with your instructor to take exams with the appropriate accommodations, use the notification instructions above (i.e. notification four days prior to a test/quiz and two weeks prior to a final exam)
- If there are any changes to a scheduled exam to take place in the Learning & Student Development Center, notify staff in the Learning & Student Development Center ***immediately***.

Faculty Responsibilities

- All exam materials should be delivered to the Learning & Student Development Center at least two (2) business days before the scheduled exam.
- If exam materials are not received 24 hours before the scheduled exam, Learning & Student Development Center staff may cancel the scheduled exam.
- If a faculty member/instructor chooses to proctor an exam as arranged by the student, that faculty member/instructor is responsible for implementing all testing accommodations.



Procedures Quizzes/Exams Proctored By Learning & Student Development Center

- Leave **ALL** books, notes, backpacks, cell phones, pagers, jackets, hoodies, etc. in lockers. You may only use the materials the instructor has provided written permission to use.
- **Call** the Learning & Student Development Center (304-336-8185) if you are going to be late for an exam/quiz. If you are late to a scheduled exam, time may not be extended.
- If you experience any problems, ***notify Learning & Student Development Center staff immediately.***
- Once an exam/quiz begins, students may only leave the testing room if breaks are allowed as a designated accommodation or if an extenuating circumstance arises.
- No food or drink is allowed in the testing room unless it is a designated accommodation.
- West Liberty University takes Academic Dishonesty seriously. If cheating or other Academic Dishonesty is observed or suspected during exams/quizzes administered by the Learning & Student Development Center, the instructor will be notified immediately. West Liberty University's Academic Dishonesty policies and procedures can be found within the current [Undergraduate Academic Catalog](#).