



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 part of the Student Success Center (SSC). The ADA Coordinator and/or their designee is responsible for addressing student requests for reasonable academic accommodations.

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

1. Register with Accessibility/Student Success Center Staff

Students requesting reasonable accommodations are responsible for self-identification by registering and meeting with the SSC Staff and providing appropriate documentation of a disability.

Students may submit documentation by:

- Emailing documentation to ssc@westliberty.edu
- Bringing documentation to your initial meeting
- Faxing documentation to 304-336-8398
- Mail to address listed below:

ADA Coordinator/Student Success Center
West Liberty University
CUB 112
208 University Drive
West Liberty, WV 26074

Documentation should appear on official letterhead from a qualified, licensed professional. The document should contain a specific diagnosis and related information to the need for an accommodation.

After receipt of appropriate documentation and any other necessary intake forms, the ADA Coordinator and/or their designee will review the information and make a determination as to whether the student is eligible to receive accommodations. The ADA Coordinator and/or their designee will notify the student in writing of the

decision. The ADA Coordinator and/or their designee 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 with Accessibility Services/Student Success Center Staff

If eligible to receive services, the ADA Coordinator and/or their designee 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 SSC.

Following the meeting, the SSC will prepare a Letter of Accommodation outlining the accommodations for which the student has been approved for that specific semester/term. The accommodations 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 SSC staff issue a student's letter, each student is responsible for making an appointment with each faculty member/instructor (typically during office hours) to discuss their accommodation needs. The purpose of the meeting is to discuss the implementation of the accommodation as described in the letter. Students must sign and obtain signatures of each faculty member on the Accommodation Agreement Form provided by the SSC. Students should return this completed form back to the SSC 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 SSC set forth in each letter. Faculty members are not responsible for providing accommodations for any student who does not have a letter. Faculty members should refer any student to the SSC who requests accommodation but does not have a letter.

4. Requesting Accommodations in Subsequent Semesters

Students will be contacted by the SSC Staff via email to confirm the continuation of accommodations as previously defined. If there are any changes/adjustments, it is the student's responsibility to inform the SSC Staff.

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 Director of the Student Success Center.

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 SSC with appropriate accommodations.

Student Responsibilities

- Notify your instructor at least four days prior to **EACH** exam that you wish to take in the SSC. This notification is automatically sent when a student completes the [Exam Request Form](#).
- Notify your instructor at least two (2) weeks prior to any final exam that you wish to take in the SSC. This notification is also sent automatically when a student completes the [Exam 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 the scheduled exam to take place, please notify the SSC **immediately**.

Faculty Responsibilities

- All exam materials should be delivered to the SSC at least two (2) business days before the scheduled exam.
- If exam materials are not received 24 hours before, SSC 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 SSC

- 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 SSC (304-336-8185) if you are going to be late. If you are late to a scheduled exam, time may not be extended.
- If you experience any problems, **notify the SSC staff immediately**.
- Once an exam 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 administered by the SSC, the instructor will be notified immediately. West Liberty University's Academic Dishonesty policies and procedures can be found within the current Undergraduate Academic Catalog.