Guide to Accommodating Students with Disabilities

Applying to PSC
Acceptance to PSC is based on an applicant meeting published admission criteria with no preference provided on the basis of disability. Students are notified of acceptance by letter and/or email from PSC Admissions. For further information contact the Admissions Office at:

- Phone: (304) 788-7405 or 1-800-334-9881
- Email: go2wvu@mail.wvu.edu
- Website: http://admissions.wvu.edu

Following Admission to PSC
Persons with disabilities should contact the Office of Accessibility Services (OAS) to plan for potential accommodation needs:

- Office of Accessibility Services
- Potomac State College
- 101 Fort Avenue
- Mary F Shipper Library/Ground Floor
- Keyser, West Virginia 26726
- Phone: (304) 788-7405
- Fax: (304) 293-3861
- Email: access2@mail.wvu.edu
- Website: http://accessibilityservices.wvu.edu

Qualifying for Academic Accommodations
Accommodations are determined on an individual basis, taking into consideration the student’s submitted documentation, history, as well as the reasonableness of the request. In order to receive disability-related accommodations, students must:

- Complete an online application which can be found at: http://accessibilityservices.wvu.edu/register
- Establish that he or she is an “individual with a disability” by providing documentation that meets OAS’s documentation standards that can be found below or at: http://accessibilityservices.wvu.edu/res/documentation
- Meet with an Accessibility Specialist to determine if there is a reasonable accommodation that will allow the student to complete the requirements of a class, program, as well as University requirements. During this meeting requirements for being “qualified,” may also be discussed. Being “qualified” means that a student may be required to document that they can perform the essential tasks and functions of the program and required courses. Meeting the admissions standards of the University or program does not always address essential function requirements of a program or major. Essential functions, tasks, standards and requirements of a program cannot be removed. Possible performance standards may be applicable within the areas of: observation; communication; sensory and motor function; intellectual, conceptual, integrative and quantitative abilities; behavioral and social requirements.

Documentation Standards
All PSC students requesting disability-related accommodations must provide up-to-date, appropriate, and objective documentation that clearly substantiates a significant functional impairment. A significant functional impairment means that a student’s ability to perform a major life activity is below average compared to other persons of that age.

Diagnostic evaluation reports submitted as documentation

West Virginia University/Potomac State College
Office of Accessibility Services
101 Fort Avenue
Keyser, WV 26762

Equal Opportunity/Affirmative Action Institution

- Accommodations require physical and intellectual abilities that students must have.
- Students must contact the OAS at the beginning of each semester to request and arrange for academic accommodations.
- Students are personally responsible for applying in a timely manner to the PSC OAS regarding their need for accommodations.
- An Accessibility Specialist, in conjunction with the student, develops reasonable accommodations in relation to both the student’s needs and appropriate documentation.
- Students must contact the OAS at the beginning of each semester to request and arrange for academic accommodations.
- Accommodation authorizations are sent by email from the Accessibility Specialist to instructors. Students must then verbally request from each instructor which authorized accommodation he/she requires for the class.
Planning and implementation of accommodations by the instructor may take time; therefore, the student must contact his/her instructors as soon as possible at the beginning of each semester to discuss accommodation implementation.

Problems with receiving accommodations should first be communicated to the instructor and the Accessibility Specialist simultaneously.

If a student changes their schedule by adding a class they should notify their Accessibility Specialist as soon as possible if accommodations are needed. If a student feels they are not being appropriately accommodated he or she may file a complaint with the Division of Diversity, Equity and Inclusion at (304) 293-5600 or http://accessibilityservices.wvu.edu/res/complaint

Confidentiality

Information provided to the OAS is considered CONFIDENTIAL and is not disclosed to a third party without the written permission of the student.

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Phone: 304-293-7405 | Fax: 304-293-3861
access2@mail.wvu.edu | http://accessibility.wvu.edu

Alternative Formats available