

## 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:

(304) 788-7405 or 1-800-334-9881

Email: [go2wvu@mail.wvu.edu](mailto:go2wvu@mail.wvu.edu)

<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

Voice: (304) 788-7405

Fax: (304) 293-3861

Email: [access2@mail.wvu.edu](mailto:access2@mail.wvu.edu)

<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  
must:

- Appear on official letterhead and be typed, signed, and dated by a qualified, licensed professional who is credentialed in the area related to the diagnosed condition for which the accommodation is being requested.
- Provide a specific, definite diagnosis, including symptoms and fluctuating conditions related to the student's disability or condition. When appropriate, include a history of diagnosis, including duration, stability, and/or progression of the condition.
- Provide recent objective findings, test scores, and/or clinical observations used to determine the diagnosis of the student's disability, the student's functional limitations, and the student's current need for accommodation(s).
- Identify current medications the student is taking, as well as any side effects currently experienced by the student. The following information/documentation is not adequate for determining accommodations:
  - A brief note from a physician or health professional that simply requests an accommodation or provides a diagnosis without offering supporting documentation. This includes information or notes written on a prescription pad, as well as aftercare instructions issued to the patient.
  - Evaluation reports of a learning difficulty that are not comprehensive or that identify "problems or challenges" but do not specifically diagnose a learning disability. NOTE: An Individualized Education Plan (IEP), 504 Plan, outdated documentation, and evaluations normed on child scales may not provide sufficient documentation. These documents do however serve as an appropriate starting place for discussions about accommodations with your Accessibility Specialist. A request for additional documentation, as well as further evaluation, may also be discussed to assist in the authorization of accommodations.

### 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](mailto:access2@mail.wvu.edu) | <http://accessibility.wvu.edu>

Alternative Formats available