

Disability Accommodations Within Extended Learning Classes

Guide to the WVU at Parkersburg Office of Disability Services

Acceptance to WVU at Parkersburg is based on applicant's meeting published admission criteria with no preference provided on the basis of disability.

Persons with disabilities should contact the Office of Disability Services (ODS) to plan for potential accommodation needs.

Steps to Receiving Disability Accommodations

- Disability related reasonable accommodations are provided under appropriate circumstances on an individual basis based upon appropriate documentation of a disability and significant impairment to functioning and adherence to all WVU at Parkersburg policies and procedures.
- All students requesting disability related accommodations must complete an Application for Disability Services. Applications are available online, from the Office of Disability Services or from Jessie Wass, Instructional Technologist, WVUP Online Education.
- The completed application should be faxed or mailed to the Office of Disability Services along with appropriate documentation. Applications or documentation will not be accepted via e-mail.
- Documentation criteria for specific disabilities is available online at <http://www.wvup.edu/ADA/documentation.htm> , or from the Office of Disability Services.
- A counselor will review your documentation and contact you regarding the appropriateness of documentation you submit.
- When you receive notification about your documentation, contact the Office of Disability Services to discuss accommodations or the need for additional documentation.
- A letter authorizing specific accommodations will be sent by your WVU at Parkersburg Disability Services counselor to Jessie Wass, Instructional Technologist, WVUP Online Education, for communication with the instructor of each course for which an accommodation was authorized and requested.
- You must contact each of your instructors to discuss the implementation of each accommodation.

Documentation

- WVU at Parkersburg provides disability related reasonable accommodations based upon appropriate documentation of a disability and significant impairment to functioning.
- A diagnosis of a disorder, condition or syndrome in and of itself does not automatically qualify you for accommodations.
- You are responsible for providing appropriate documentation of your disability and functional limitations prior to receiving accommodations.
- It is important to plan for accommodations ahead of time since the process of documentation review and approval can take time.
- Documentation of your disability must clearly state the current diagnosis and your specific functional limitations substantiated by test data.
- Your documentation must include current test date from a comprehensive evaluation by a qualified professional that establishes a significant impairment and below normal functioning.
- An IEP or 504 Plan from the public school system is not sufficient documentation.
- Documentation criteria for specific disabilities are available online at www.wvu.edu/-socjust/disability/documentation.htm.

Accommodations

- Students are personally responsible for applying in a timely manner to the WVU at Parkersburg Office of Disability Services regarding their need for accommodations upon admission to WVU at Parkersburg and/or acceptance into an Extended Learning class.
- Students must contact the ODS at the beginning of each semester to arrange for academic accommodations and complete a release of information available online at <http://www.wvup.edu/ADA/INDEX.HTM> . The release must be faxed or mailed to the Office of Disability Services.
- A Disability Counselor, in conjunction with the student, develops accommodations specific to both the student's needs and appropriate documentation.
- Planning and implementation of accommodations may take time; therefore, you should contact the WVU at Parkersburg Office of Disability Services or Jessie Wass, Instructional Technologist, WVUP Online Education, as soon as possible.
- If you experience problems with receiving accommodations, you should first discuss it with your instructor or Jessie Wass, Instructional Technologist, WVUP Online Education. If you are unable to resolve the situation, you should contact your Disability Services counselor.
- If you feel that you are not being appropriately accommodated, you may file a complaint with the Executive Assistant to the President for Policy and Social Justice at (304) 424-8201.

Confidentiality

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

Office of Disability Services

Room 1019

West Virginia University at Parkersburg

Parkersburg, WV 26104-8647

304-424-8378

TDD: 304-424-8337

Fax: 304-424-8372

<http://www.wvup.edu/ADA/INDEX.HTM>

Jessie Wass

Online Education

West Virginia University at Parkersburg

300 Campus Drive

Parkersburg, WV 26104

304-424-8334

1-800-WVA-WVUP, ext. 334

FAX: 304-424-8354

<http://www.wvup.edu/dl/OnlineEd/index.htm>

