# Office of Accessibility Services (OAS)

**B20 Stewart Hall** 

304-293-6700



#### **Our Goal:**

OAS is dedicated to enhancing the educational opportunities for students with temporary or permanent disabilities on all West Virginia University (WVU) campuses. To ensure access to University programs, specialists work individually with students, faculty, staff, and administration to assist in the implementation of accommodations that lead to academic and personal achievement.



#### **Americans with Disabilities Act**

 An individual with a disability is defined as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.



## STEP ONE:

# Register with OAS and provide Documentation

https://accessibilityservices .wvu.edu/





#### What is Documentation???

#### **Psychological Evaluation**

- Definitive diagnosis
- Recent objective findings
- Test scores
- Clinical observations
- Functional limitations
- Assess need for accommodation(s)

#### **Medical Documentation**

- Official letterhead: typed, signed, and dated by a qualified licensed professional
- Definitive diagnosis
- Clinical observations
- Functional limitations
- Assess need for accommodation(s)



#### What is Documentation???

#### IEP and 504

- Confirms history of accommodations
- Progress history
- May provide conditional accommodations

#### **Housing/Transportation**

- Licensed professional outlines specific diagnostic information
- Definitive diagnosis
- Recommended accommodation for housing/transportation



## Illness vs. Disability

#### **Illness-Faculty Discretion**

- Flu
- Strep Throat
- Short-term hospital stay

#### **Disability-OAS**

- Cancer
- Long-term chronic conditions
- Diabetes
- Crohn's

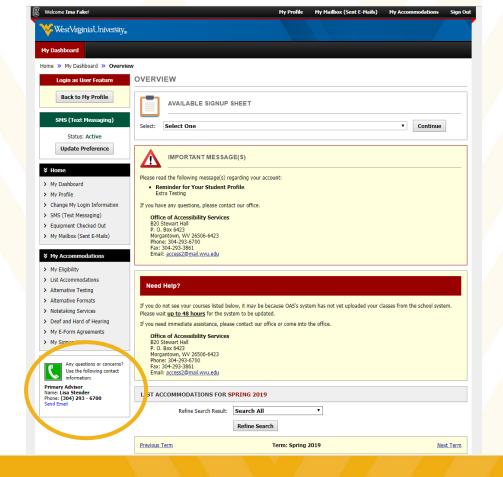


## STEP TWO:

Meet with an Accessibility
Specialist to Determine
Reasonable Accommodations



## Accessibility Specialists





### What are Accommodations?

- At WVU, an accommodation is an adjustment made within the university system to provide equal access to individuals based on their proven needs.
   Accommodations may be physical or academic, and they must be reasonable and effective.
- Academic, Housing, and Transportation

### Accommodations

#### **ACADEMIC**

- Extra time on tests, quizzes and exams
- Reduced distraction test-taking
- \*\*\*\*Priority Registration is NOT automatically given
- \*\*NOT ACCOMMODATIONS...

extensions on assignments and excused absences

ESL\*\*



#### Reader and Scribe

#### Reader

- An individual, identified by the instructor, who reads all tests, quizzes, and exams verbatim.
- Provides no additional explanation unless done for others.
- Students can ask the reader to reread questions when needed.

#### Scribe

- Students respond to tests, quizzes, and exams in a verbal format.
- The instructor can serve as or identify a scribe to record verbal responses.
- Students can read over the transcription to ensure accuracy.
- The use of a digital device to record student answers may be considered.



## **Auxiliary Aids**

- Sign Language Interpreting
- Real-time transcribing
- Closed Captioning
- Alternate Formats Textbooks, articles, etc.



## **Assistive Technology**

 Sonocent-Notetaking Software

https://www.sonocent.com/

- Kurzweil Reader
   <a href="https://www.kurzweiledu.com/">https://www.kurzweiledu.com/</a>
- Dragon Naturally Speaking
   <a href="https://www.nuance.com/dragon.html">https://www.nuance.com/dragon.html</a>

- Built in Accessibility Tools
- Extensions/Apps
- Digital Recorders
- FM Loop Systems



## STEP THREE:

# Requesting Accommodations And Send Notification Letters



## STEP FOUR:

Implementing Accommodations



## **Testing**

- Instructors arrange separate testing accommodations with the student.
- Can be in the instructor's office, the classroom, or proctored in a monitored setting.
- We are working to coordinate services with an official testing center.



## Interactive Process: We are all under FERPA

- Requiring people to talk with each other or do things together
- Students, Faculty, Staff, and Administrators

## "I am not being accommodated" Ask Students...

- Did you request your accommodations this semester?
- Have you spoken with your Faculty member about implementation?
- Have you called your Accessibility Specialist?
- Remind them it is an interactive process



## In Your Role You Can:

- Ask students who you see are struggling academically?
  - What do you think would help you here at WVU?
  - Have you ever gotten assistance in classes before?
  - Did you have an IEP or 504 plan in high school?
  - Did you ever attend a class that was more like tutoring then teaching you subject matter?
- If "YES" to any of the above please urge them to come speak to us to see if we may be of assistance
  - You can also email me their names



## When Speaking with a Student

- Be direct
  - At times you may need to describe all steps even ones you find to be intuitive
- Break information into small chunks
  - Give students processing time
- Have students repeat information or put it into their own words
- Follow up with an email with the information or steps the students has to complete
- Don't be afraid to ask for an Accessibility Specialist to team an advising session



#### **Questions and Contact Information**

Dr. Dan Long, Director

Savanna Brown, Accessibility Specialist

Samantha Host, Accessibility Specialist

Susan Henigin, Accessibility Specialist

Teressa Oliverio, Accessibility Specialist

Lisa Stender, Assistive Technology Specialist

Jason Kapcala, Auxiliary Aid Coordinator

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