**Accessibility Services Homepage**

The first step to success is access!

Our Mission: Our mission at the Office of Accessibility Services is to assist students with diverse needs to achieve their academic and social potential by facilitating the use of reasonable and documented accommodations. We are committed to the best learning environment for every student. The Office of Accessibility Services provides reasonable accommodations to students with disabilities in accordance with the Americans with Disabilities Act and the Rehabilitation Act of 1973 and its amendments. Students, faculty, and staff are encouraged to reach out to the Office of Accessibility Services with any questions. We are here to support you!

Common Accommodations:

* Extended Time on Quizzes and Exams
* Reduced Distraction Environment for Testing
* Permission to Record Class Lecture
* Preferred Seating
* Single Room
* Emotional Support Animal

Get in touch with us:

Mailing Address:

Accessibility Services

P.O. Box 5000

Shepherdstown, WV, 25443-5000

Email Address: accessibility@shepherd.edu

Phone Number: 304-876-5122

Fax Number: 304-876-5071

Operation Hours:

Gardiner Hall, Lower Level, G-13

Monday through Friday, 8AM to 4:30PM

**Accommodate-Students**

Accommodate is the portal for requesting accommodations, proctoring services for students and faculty, checking out equipment, communicating with the Accessibility Services office, and much more. Please see below on how to get started with Accommodate!

The [Accommodate homepage](https://shepherd-accommodate.symplicity.com/) will be accessible with your Shepherd University login credentials. We recommend that you favorite or bookmark the homepage for easier access in the future!

Accommodate For Students

**Students are responsible for the following:**

* Signing their accommodation letter
* Completing a Semester Request to use their accommodations at the beginning of each semester
* Meet with their professors to discuss their accommodations
* Complete the test room booking form and notify professors of the request 5 days in advance of testing date.

**How do I access my Accommodate account?**

Navigate to the [Accommodate homepage](https://shepherd-accommodate.symplicity.com/), where you will be asked whether you are a student or a faculty member. Once you have selected that you are a student, you will sign in with your Shepherd University issued email and password. Then you will be brought to your very own Accommodate page!

**How do I apply for an accommodation?**

Complete the [Accommodation Application](https://shepherd-accommodate.symplicity.com/public_accommodation/) on Accommodate

[How to Apply for Accommodation Video](https://web.microsoftstream.com/video/bd925d31-9bc4-4b51-9f1e-b016a031de37)

**How do I request to use my accommodations?**

At the beginning of each semester, you will need to complete a Semester Request to implement your accommodations. Once you complete a Semester Request, your accommodations letter will automatically be sent to your professors through Accommodate. ***Should you add/drop a class, you will need to complete a new semester request.***

[Semester Request Video](https://web.microsoftstream.com/video/cf513d51-3abc-4ddf-a2e4-3cca9ec9accf)

[Semester Request PDF Instructions](https://media.suweb.site/2022/06/Semester-Request-Instructions.pdf?v=1656338382)

**How do I sign my accommodations letter?**

Once your accommodations have been approved, you must sign your accommodation letter. This is to verify you understand which accommodations you have been provided and the accompanying rights and responsibilities.

[Signing Accommodation Letter Video](https://web.microsoftstream.com/video/52670dbc-ab49-4096-a51c-b2fcfebc303b)

[Signing Accommodation Letter PDF Instructions](https://media.suweb.site/2022/06/Signing-Letter-Instructions.pdf?v=1656338387)

**How do I request that my exam be proctored in Accommodate?**

Students must complete a test room booking request ***5 day in advance*** of your testing date. If you attempt to complete the request in less than 5 days, Accommodate will show no availability.

[Test Room Booking Video](https://web.microsoftstream.com/video/a83291ae-6d9a-4c6e-9093-88e26de8cd48)

[Test Room Booking PDF Instructions](https://media.suweb.site/2022/09/Student-Proctoring-Request-Instructions.pdf?v=1663319469)

**How Do I Make a Supplemental Accommodation Request?**

Supplemental Accommodation Requests are made when a student already has accommodations with the Accessibility Services Office, but requires additional or adjusted accommodations. Complete the Supplemental Accommodation Request on Accommodate!

[Supplemental Request Video](https://web.microsoftstream.com/video/0c6e7fc7-ca99-4b6a-a1f3-a96aff1f6968)

[Supplemental Request PDF Instructions](https://media.suweb.site/2022/11/Supplemental-Request-Instructions-1.pdf?v=1667573623)

**Accommodation Process**

Below is information on the accommodations that we offer and the notification process. Please complete and submit all required forms and documentation.

Academic and Housing Accommodations

1. [Complete Accommodation Application](https://shepherd-accommodate.symplicity.com/public_accommodation/)
2. [Include Supporting Documentation](https://media.suweb.site/2022/11/Documentation-Guidelines.pdf?v=1667573613)

Emotional Support Animal Accommodation

Before applying for an Emotional Support Animal (ESA), please review the [ESA Guidelines.](https://media.suweb.site/2020/08/Emotional-Support-Animal-Guidelines.pdf?v=1631711679?v=1597147131)

1. [Submit the Accommodation Application](https://shepherd-accommodate.symplicity.com/public_accommodation/)
2. [Provide Supporting Documentation](https://media.suweb.site/2022/11/Documentation-Guidelines.pdf?v=1667573613)
3. [Submit the Emotional Support Animal Policy – Owner](https://form.jotform.com/221936287654163)
4. [Submit Veterinarian Information](https://media.suweb.site/2020/07/Veternarian-Form.pdf?v=1631711679?v=1620904319?v=1596034151)
5. [Submit the Emotional Support Animal Roommate Agreement](https://form.jotform.com/221935784273060)

**Notification Process**

Once the appropriate forms and documentation have been submitted, each student will be notified through Shepherd University email of the specific accommodations that have been approved, or in some cases, denied. Accommodation letters should be provided to your professors as soon as possible to ensure the timely implementation of accommodations.

**Student Resources**

* [Academic Accommodations](https://www.shepherd.edu/accessibility/academic-accommodations)
* [Accommodate Login](https://shepherd-accommodate.symplicity.com/)
* [Housing Accommodations](https://www.shepherd.edu/accessibility/housing-accommodations/)
* [Proctoring Exams](https://www.shepherd.edu/proctoring/)
* [Accommodation Application](https://shepherd-accommodate.symplicity.com/public_accommodation/)
* [Supporting Documentation Guidelines](https://media.suweb.site/2022/11/Documentation-Guidelines.pdf?v=1667573613)
* [Authorization to Release Information Form](https://www.shepherd.edu/authorization-release-of-information/)
* [Student Request for Proctoring Form](https://shepherd.campuslabs.com/engage/submitter/form/start/486870)
* [Tips to Increase Your Accessibility](https://media.suweb.site/2020/12/Increase-Your-Accessibility.pdf?v=1629452927?v=1608719787)
* [Emotional Support Animal Guidelines](https://media.suweb.site/2022/08/Emotional-Support-Animal-Guidelines-Updated.pdf?v=1660059070)
* [Accessible Entrances](https://media.suweb.site/2020/07/Accessibility-Campus-Map.pdf?v=1629452927?v=1619446465?v=1610020745?v=1595932396)

* [Rampulse](https://shepherd.campuslabs.com/engage/)
* [Virtual Campus Tour](https://shepherd.university-tour.com/)
* [Disability Advocacy Group](https://shepherd.campuslabs.com/engage/organization/dag)
* [Permission to Record Lecture Accommodation](https://www.shepherd.edu/record-lecture-accommodation/)

**Academic Accommodation**

The Office of Accessibility Services at Shepherd University offers the following academic accommodations (including but not limited to):

* Extended Test Taking Time: This accommodation provides students with additional time to take quizzes and exams.
* Extended Time on Assignments: This accommodation is granted to students with a disability that impacts their ability to complete assignments at the scheduled time. More information on this accommodation can be found in the [Extended Time on Assignment Guidelines](https://media.suweb.site/2023/01/Extended-Time-on-Assignment-Guidelines.pdf?v=1672842166).
* Alternative Testing Format: This accommodation provides students with an alternative format for their tests.
* Reduced Distraction Environment for Testing: This accommodation provides students a quiet environment to take their tests, which can be done in the Accessibility Services Proctoring Office.
* Use of a Calculator: This accommodation allows the student to use a calculator on their exam.
* Permission to Record Class Lectures: This accommodation allows students to record their lectures to be reviewed later.
* Preferential Seating: This accommodation allows students preferential seating for their in-person classes.
* Test Read Aloud: This accommodation provides students with the opportunity to have their test be read aloud.
* Enlarged Print: This accommodation allows students to be provided with larger print versions of class materials.
* Accessible Classroom: This accommodation ensures an accessible classroom for the student. For example, if a student used a mobility aid, the classroom would be accessible by ramp/lift/elevator.
* Assistive Technology: This accommodation provides students with technology to assist them in their classes. For example, a student may be provided with an EchoPen, which is able to record audio while a student writes their notes.
* Intermittent Attendance: This accommodation allows for leniency in a professor’s attendance policy due to a student’s disability. More information on this accommodation can be found in the [Intermittent Attendance Guidelines.](https://media.suweb.site/2023/01/Intermittent-Attendance-Guidelines.pdf?v=1672842173)
* Priority Registration: The accommodation allows a student to register for classes early because of their disability

[Accommodation Application](https://shepherd-accommodate.symplicity.com/public_accommodation/)

[Supporting Documentation Guidelines](https://media.suweb.site/2022/11/Documentation-Guidelines.pdf?v=1667573613)

[Contact Accessibility Services](https://www.shepherd.edu/contact-us-4/)

**Housing Accommodations**

The Office of Accessibility Services at Shepherd University offers the following Housing Accommodations:

* First-floor Rooms
* Single Rooms
* Assistance Animals in Residence Halls

[Accommodation Application](https://shepherd-accommodate.symplicity.com/public_accommodation/)

[Supporting Documentation Guidelines](https://media.suweb.site/2022/11/Documentation-Guidelines.pdf?v=1667573613)

[Assistance Animals](https://www.shepherd.edu/animalsoncampus/)

**Assistance Animals**

Shepherd University is dedicated to making reasonable accommodations to afford students with disabilities equal access to campus housing. Assistance Animals include both Service Animals and Emotional Support Animals (ESA). Any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability and meets the definition of “service animal” under the Americans with Disabilities Act. An Emotional Support Animal is an animal that fosters emotional or other support that provides relief for one or more identified symptoms or effects of a person’s disability. If there are questions concerning these guidelines, you may contact The Office of Accessibility Services or The Office of Residence Life.

[Accommodation Application](https://shepherd-accommodate.symplicity.com/public_accommodation/)

[Supporting Documentation Guidelines](https://media.suweb.site/2022/11/Documentation-Guidelines.pdf?v=1667573613)

[Important Definitions](https://www.shepherd.edu/?page_id=80395&preview=true)

**Emotional Support Animals**

Included in Emotional Support Animal (ESA) Guidelines is a checklist on how to obtain an ESA, which includes completing the following:

[ESA Owner Policy Form](https://form.jotform.com/221936287654163)

[ESA Policy Roommate Agreement Form](https://form.jotform.com/221935784273060)

[Emotional Support Animal Guidelines](https://media.suweb.site/2022/08/Emotional-Support-Animal-Guidelines-Updated.pdf?v=1660059070)

**Veterinary Information**

Proper documentation for an ESA includes veterinary records. The student should obtain this information by doing the following:

1. Complete the student portion of the Veterinarian Form.
2. Share the Veterinarian Form with the ESA’s veterinarian to complete the remaining portion of the form.
3. Provide the completed form to accessibility@shepherd.edu

[Veterinarian Form](https://media.suweb.site/2020/07/Veternarian-Form.pdf?v=1620904319?v=1596034151)

[Rampulse](https://shepherd.campuslabs.com/engage/)

Note: Established Accessibility Services and Residence Life housing procedures and deadlines are still relevant to students who keep assistance animals in their university residence. This includes, but is not limited to the availability of rooms, room assignments, and fees.

Contact Residence Life at 304-876-5172 or residencelife@shepherd.edu

Removal of Animals

Grounds for removal of animals may include but are not limited to:

* Causing or threatening harm to an individual
* Causing excessive noise or disruption
* Causing damage to university property or property of other residents
* Handler fails to maintain control of the animal
* Handler fails to properly care for and maintain an animal, including lack of hygiene/grooming or leaving the animal unattended for extended amounts of time

The Director of Residence Life, or designee, shall determine whether there are grounds to remove an Assistance Animal from a Shepherd University-managed residence facility. If a decision is made that an animal poses an immediate threat to others, the animal must be removed immediately. An appeal can be pursued in accordance with the complaint process through the Accessibility Services office. In a situation where the animal is immediately removed, the animal shall remain removed until the appeal is considered. Under other circumstances, the handler shall be given written notice to remove the animal within 24 hours. While Shepherd University may make the determination that a given animal is to be removed, this does not affect the student’s housing/dining obligations, nor the student’s ability to continue in housing with an equivalent, suitable assistance animal supported by the documentation on file.

**Important Definitions**

We distinguish animals based on their roles according to the American’s with Disabilities Act and Shepherd University policy. Assistance Animals is an overarching term that includes both Emotional Support Animals and Service Animals. This term does not include Pets.

An Emotional Support Animal is an umbrella term that includes comfort/therapy/support animals. An Emotional Support Animal is an animal that fosters emotional or other support that provides relief for one or more identified symptoms or effects of a person’s disability. The animal must be a reasonable accommodation for the individual and necessary to allow the individual equal opportunity to use and enjoy university housing. More information on Emotional Support Animals can be found on the Accessibility Services [Animal Guidelines Page.](https://www.shepherd.edu/animalsoncampus/)

Any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability and meets the definition of “service animal” under the Americans with Disabilities Act. The task or work a service animal has been trained to do must directly relate to the individual’s disability. Examples include but are not limited to, assisting individuals who are blind or have low vision, alerting people who are deaf or hard of hearing, assisting individuals during seizures, assisting with the retrieval of items, assistance with balance and stability, and preventing or interrupting behaviors. The function of providing comfort, emotional support, well-being, or companionship does not constitute “work or tasks” for the purpose of qualifying as a Service Animal. The term Service Animal includes dogs in training to be Service Animals when they are accompanied by a trainer and identified as a dog in training.

**Service animals are dogs of any breed and any size, that are trained to perform a task directly related to a person’s disability.** More information on Service Animals can be found on the [ADA website.](https://beta.ada.gov/topics/service-animals/)

[The Student Code of Conduct](https://www.shepherd.edu/student-handbook/student-conduct-2), Section 5800, Pets/Animals in Residence Halls, states that “Reasonable indicators of or possession of an animal other than approved and properly attended service animals and emotional support animals for individuals with documented disabilities or non-dangerous fish that are in tanks no larger than 30 gallons within the residence halls.” A pet is any animal kept for ordinary use and companionship. Pets are not covered by the assistance animal policy.

**Proctoring Exams**

The Office of Accessibility Services offers exam proctoring services for students with testing accommodations. If a student wants to request these services, the student must (1) Complete the test room booking form via [Accommodate](https://shepherd-accommodate.symplicity.com/) **5 days before their test date**. (2) Notify their professors that they have completed a test room booking request so faculty can complete their portion. Click the links below to view either video or PDF instructions on how to complete a test room booking request.

## **Student Instructions**

[Test Room Booking Request Video](https://web.microsoftstream.com/video/a83291ae-6d9a-4c6e-9093-88e26de8cd48?referrer=https:%2F%2Fwww.shepherd.edu%2F)

[Test Room Booking Instructions](https://media.suweb.site/2022/08/Student-Proctoring-Request-Instructions.pdf?v=1661505197)

[Cancelling a Test Room Booking Request PDF](https://media.suweb.site/2022/06/Student-Cancelling-Proctoring-Request.pdf?v=1656338374)

## **Faculty Instructions**

[Faculty-Proctoring Request Video](https://web.microsoftstream.com/video/101a1f87-bea0-405e-a835-4ab55b153e60)

[Faculty- Proctoring Requests PDF](https://media.suweb.site/2022/06/Faculty-Proctoring-Requests.pdf?v=1656338366)

[Faculty- Editing Proctoring Requests PDF](https://media.suweb.site/2022/06/Faculty-Editing-Proctoring-Requests.pdf?v=1656338362)

**Authorization to Release Information Form**

Shepherd University is committed to a student’s right to privacy and confidentiality. Student files are kept separate from academic files and are stored in a secure location within the Accessibility Services office. Information contained in a student’s record is confidential and protected as an educational record under the Family Educational Rights and Privacy Act (FERPA). Accessibility Services will not provide a student’s information to parties outside of the university without the student’s express written consent, which can be granted when the student fills out the [Authorization to Release Information Form](https://media.suweb.site/2021/08/FERPA-Authorization_release_information-03.03.17.pdf?v=1627899731), which can be accessed on the Accessibility Services Website.

**Emotional Support Animal Guidelines**

Shepherd University is committed to making reasonable accommodations to its rules, policies, and practices as required by law to afford students with disabilities an equal opportunity to access housing and any associated amenities, including granting reasonable accommodations for Emotional Support Animals.

An Emotional Support Animal (ESA), as defined by the Fair Housing Act (FHA), may provide a person: emotional support, calming, stability, and other kinds of support in a housing environment. Permission to have an ESA on campus allows for students with disabilities an equal opportunity to engage in residential life and be successful on Shepherd University’s campus. Under FHA, there must be an identifiable relationship between the student’s disability and the assistance or support the ESA provides in a residential setting. As opposed to a service animal, an ESA is not specifically trained to perform tasks for a person with disabilities. An ESA provides companionship and comfort and are therefore not considered Service Animals under the American’s with Disabilities Act (ADA).

Once a student has been approved for an ESA, they are then considered to be an owner. To become an owner, a student must complete the following checklist:

* Submit the [Accommodation Application](https://shepherd-accommodate.symplicity.com/public_accommodation/) (including supporting documentation)
	+ More information about supporting documentation can be found in the Documentation Guidelines on the Accessibility Services Website under Student Resources
* Submit the Emotional Support Animal Policy - Owner
	+ This can be found on the Accessibility Services Website under Animal Resources and on RamPulse.
* Submit Veterinarian Information
	+ This can be found on the Accessibility Services Website under [Animal Resources.](https://www.shepherd.edu/accessibility/animalsoncampus)
	+ There is a student (owner) portion and a veterinarian portion
	+ Please have the veterinarian or owner submit to accessibility@shepherd.edu
* Submit the Emotional Support Animal Roommate Agreement
	+ This can be found on RamPulse and on the Accessibility Services Website under Animal Resources
	+ The owner should notify their roommate(s)/suitemate(s) about the ESA and ask them to fill out this form

The owner will be notified whether or not their accommodation has been approved and only then will the owner be permitted to have their ESA in their room.

**Permission to Record Lecture Accommodation**

There are many options to record lectures to assist you with notetaking. Whatever way you decide to record lectures, it is very important to let your professor know your method when you share your accommodation letter with them. Most professors do not allow cell phones to be used in the classroom and laptops for notetaking only, so please share with them your accommodation needs. Below are listed some possibilities. Please try them, research, and find what works best for you prior to using them in the classroom. Below are examples of ways to record lectures:

**Small Recorder:** For recording the lecture and playing back at a later date to supplement points that you may have missed during your notetaking, it is best to purchase a small recording device with a timer feature. They often come with a USB cord in the event that you want to download them to your computer. This will allow you to go to a specific time such as 23 minutes into the lecture to determine what you may have missed or did not understand during class.

**One Note App from Microsoft:** One Note is an application that provides a talk-to-text feature that you use on your laptop as a recording device. This will require you to go into the settings on the app after looking up the best settings for your device. This application is free through your Shepherd University email.

* Open OneNote
* Open class notebook
* Open the purple tab on the left titled New Notebook and write a title, (i.e. Biology 204) then, create a tab.
* Click on Enter and add Section Name, (i.e. Chapter 1, 8-24-2020).
* A microphone for recording is on the far-right.

There are many tools on the taskbar for edits, so practice and see what works for you. Remember to turn your volume up when recording your lectures. Try to practice using the app by recording a video online. This will help you get familiar with the options to help you prepare for class notetaking. This app will require you to edit all punctuation. If it cuts off during recording, then the settings need to be changed.

**Otter.ai:** This is an app that provides a talk-to-text feature and works with your laptop to record the lecture. These notes can be easily searched. It can be used to take notes, transcribe existing records, as well as review, edit, and organize recordings. The basic account is free and when you open the app you can easily find features and create files/folders.

**Cell Phone:** You can record on your cell phone if absolutely needed, but only temporarily, as it is not recommended since professors require them to be put away during class. If your cellphone is used, it is highly recommended that your professor know that you are recording the lecture. Cell phone recordings can be converted to written notes via Otter ai.

[**Faculty Resources**](https://www.shepherd.edu/accessibility-faculty)

**Rights and Responsibilities**

**Shepherd University seeks to empower students with disabilities to achieve their academic and personal goals.**

In accordance with the Americans with Disabilities Act of 1990, the Americans with Disabilities Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973, and its subsequent amendments, Shepherd University is committed to fulfilling its ethical and legal responsibilities to ensure equal opportunity for all students. In addition, the University prohibits illegal discrimination against any individual on the basis of disability.

**A person with a disability is generally defined as any individual who has:**

A physical or mental impairment; a record of such impairment; or is regarded as having such an impairment, and the impairment substantially limits one or more major life activities such as self-care, walking, seeing, hearing, speaking, breathing, or learning.

**Students with disabilities at Shepherd University have the right to:**

Equal access to curricular and co-curricular programs across campus, including academic courses, student services, employment, and student activities; reasonable and appropriate accommodations; information available in a timely manner and in an accessible format; expect all disability-related information will be treated confidentially by all University employees, and appeal any disability-related accommodation decision.

**Students with disabilities must act as self-advocates.**

In order to obtain disability-related accommodations, students are responsible for completing all necessary forms and providing all requested documentation to the appropriate disability service provider.

All accommodations will be decided on a case-by-case basis. Please note that the University has an obligation to provide reasonable and appropriate accommodations to ensure that persons with disabilities have access to all campus programs, services, and functions.

Schools, colleges, universities, and other educational institutions have a responsibility to ensure equal educational opportunities for all students, including students with disabilities. This responsibility is based on Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (Title II), which are enforced by the Offices for Civil Rights of the U.S. Department of Education and the U.S. Department of Justice. Section 504 covers all schools, school districts, and colleges, and universities receiving federal funds.

Title II covers all state and local entities, including school districts and public institutions of higher education, whether or not they receive federal funds. Disability harassment is a form of discrimination prohibited by Section 504 and Title II. Both Section 504 and Title II provide parents and students with grievance procedures and due process remedies at the local level. Students are also covered under the West Virginia White Cane Law which may provide additional, separate protections. Individuals and organizations also may file complaints with OCR.

**Shepherd University has the right to:**

* Identify and establish essential skills, knowledge, and standards for courses, programs, services, and activities, as well as evaluate students with disabilities on this basis.
* Confirm disability status, as well as request and receive current, relevant documentation that supports requests for reasonable accommodations, academic adjustments, and/or auxiliary aids and services.
* Deny a request for accommodations, academic adjustments, or auxiliary aids and services if the documentation does not demonstrate that the request is warranted or if the student fails to provide appropriate accommodations.
* Select among equally effective and reasonable accommodations, academic adjustments, and/or auxiliary aids and services.
* Refuse unreasonable accommodations, academic adjustments, and/or auxiliary aids and services, that impose a fundamental alteration on a program or activity of the university or place an undue financial burden on the university.

**Shepherd University has the responsibility to:**

* Inform applicants and students regarding the availability of accommodations, academic adjustments, and/or auxiliary aids and services.
* Provide information to students with disabilities in accessible formats upon request.
* Ensure that courses, programs, services, and activities when viewed in their entirety, are available and useable in the most integrated and appropriate settings.
* Evaluate students on the basis of their abilities and not their disabilities.
* Respond to requests in a timely manner.
* Provide or arrange reasonable accommodations, academic adjustments, and/or auxiliary aids and services.
* Maintain appropriate confidentiality as outlined by the Family Educational Rights Privacy Act (FERPA).

Contact the Department of Education’s Office for Civil Rights, Philadelphia, by going to [their website.](https://www2.ed.gov/about/offices/list/ocr/index.html)

**Complaints and Appeals Procedure**

A thorough inquiry will be completed for all complaints and appeals. Students can appeal accommodation decisions by contacting the Student Affairs designee. Any complaints should be submitted in writing to the Student Affairs designee. The Student Affairs designee will meet with the student and communicate a decision within five business days. If not satisfied with the appeal through the Student Affairs designee, a student can then appeal to the Vice President for Student Affairs. The Vice President for Student Affairs can be reached by telephone at (304) 876-5030. The decision of the Vice President for Student Affairs is final.

Schools, colleges, universities, and other educational institutions have a responsibility to ensure equal educational opportunities for all students, including students with disabilities. This responsibility is based on Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (Title II), which are enforced by the Offices for Civil Rights of the U.S. Department of Education and the U.S. Department of Justice. Section 504 covers all schools, school districts, and colleges, and universities receiving federal funds.

Title II covers all state and local entities, including school districts and public institutions of higher education, whether or not they receive federal funds. Disability harassment is a form of discrimination prohibited by Section 504 and Title II. Both Section 504 and Title II provide parents and students with grievance procedures and due process remedies at the local level. Students are also covered under the West Virginia White Cane Law which may provide additional, separate protections. Individuals and organizations also may file complaints with OCR.

Contact the Department of Education’s Office for Civil Rights, Philadelphia, by going to [their website.](https://www2.ed.gov/about/offices/list/ocr/index.html)

**Frequently Asked Questions**

*How do I get an accommodation?*

First, complete an Accommodation Request Form, and include in your request appropriate documentation.

[Accommodation Application](https://shepherd-accommodate.symplicity.com/public_accommodation/)

[Supporting Documentation Guidelines](https://media.suweb.site/2020/09/Documentation-Guidelines.pdf?v=1629452927?v=1599039932)

[Accommodation Process](https://www.shepherd.edu/application-process/)

*What type of documentation do I need to receive an accommodation for a physical disability?*

If you are seeking accommodations, you may need documentation from a licensed professional and any other supporting information, which verifies:

* The nature of the student’s ability and disability.
* The functional limitations that the student's ability and disability impose.
* The student’s need for specific accommodations.
* Any barriers to access which are being experienced because of the student’s disability.

*What type of documentation do I need to receive an accommodation for a learning, psychological, or processing related disability?*

If you are seeking classroom accommodations because of a learning, processing, or cognitive related disability, you may need to submit one or more of the following:

* A high school Individual Education Plan (IEP)
* A 504 Plan
* A Psychoeducational Evaluation
* A letter from a healthcare provider

All documentation can be submitted electronically or by US mail and will remain confidential at all times. These documents generally should be less than five years old and must verify the following:

* The nature of the student’s ability and disability.
* The functional limitations that the student’s ability and disability impose.
* The student’s need for specific accommodations.

*How are accommodation decisions made?*

All accommodations are decided on a case-by-case basis. The University has an obligation to provide reasonable and appropriate accommodations to ensure that students with disabilities have access to all campus programs, services, and functions.

*What do I do if I need campus housing accommodations?*

Housing accommodations require the same documentation as listed above. Housing Applications must be submitted to the Residence Life office with the documentation that must then be submitted to the Accessibility Services office.

[Housing Accommodations](https://www.shepherd.edu/accessibility/housing-accommodations/)

[Contact Residence Life](https://www.shepherd.edu/residence-life-2/)

[Accommodation Process](https://www.shepherd.edu/accessibility/application-process)

*What type of classroom accommodations does Shepherd University offer?*

Classroom accommodations at Shepherd University are tailored to the student’s individual needs based on their ability and disability as well as the fundamental requirements of the courses they are enrolled in and may include testing accommodations, alternate format course materials, assistance in taking notes, specialized furniture or technology, and modifications to existing course policies.

[Academic Accommodations](https://www.shepherd.edu/accessibility/academic-accommodations)

[Proctoring Exams](https://www.shepherd.edu/proctoring/)

[Accommodation Process](https://www.shepherd.edu/accessibility/application-process)

*What kind of academic resources are available?*

[Student Success Center](https://www.shepherd.edu/academy)

[TRIO Support Services](https://www.shepherd.edu/trio)

[Academic Support Center](http://www.shepherd.edu/academic-support/)

*What type of assistive technology do you provide?*

The Accessibility Services Office provides assistive technology to students registered with us to utilize as needed in order to support their accommodations. Assistive technology includes Microsoft OneNote, digital recorders, cassette recorders, and other reasonable technical assistance to fit the student’s needs. Please visit the Office of Accessibility Services to check out one of the recorders, and please remember to bring a valid student identification card with you. The recorders are provided at no charge to the student. Contact us for more information!

**Meet Our Team**

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