



PROCEDURE FOR ST-06: ACADEMIC ACCOMMODATIONS

1. PURPOSE

The purpose of this procedure is to implement and clarify Institutional Policy ST-06: Academic Accommodations.

2. APPLICABILITY

- 2.1 This procedure applies to WVSOM students.
- 2.2 WVSOM reserves the right to amend this procedure at any time, as necessary or appropriate.

3. PROCEDURE

- 3.1 Students with disabilities are encouraged to apply for an accommodation as soon as they are accepted to WVSOM. However, accommodation requests can be submitted at any time. Students should initiate the process by contacting accommodations@osteo.wvsom.edu. The Assistant Dean of Student Affairs will facilitate a confidential, collaborative process with the student, accommodations committee, and other faculty, staff, or clinical affiliates as needed to determine reasonable accommodations. Students seeking accommodations must:
 - 3.1.1 Complete the Student Request for Reasonable Accommodations form and submit it to accommodations@osteo.wvsom.edu.
 - 3.1.2 Submit required documentation of disability including the health care provider form. The provider completing the form cannot be a relative.
 - 3.1.3 Submit any records of previous academic accommodations if applicable. A history of accommodations will be taken into consideration but does not guarantee that accommodations will be granted at WVSOM.
- 3.2 The accommodations committee, in reviewing documentation, follows these steps:
 - 3.2.1 Investigate whether the disability is qualified or otherwise protected under the ADA;
 - 3.2.2 Determine if the student is otherwise qualified and is capable of completing the entire program, with or without reasonable accommodation;
 - 3.2.3 Assess for possible safety risk;
 - 3.2.4 Reserve the right to request additional documentation;
 - 3.2.5 May consult with any necessary health care providers;
 - 3.2.6 May require that the student meet with any WVSOM-selected health care provider at the student's expense for further evaluation or testing;
 - 3.2.7 Make a formal recommendation based on all the information received regarding a student's qualification for meeting the minimal technical standards for the program, with or without reasonable accommodation;
 - 3.2.8 Ensure that the accommodations are reasonable and do not fundamentally alter the curriculum of the program.

- 3.3 The approved accommodation plan will be communicated to the student by the Assistant Dean of Student Affairs. This process can take up to 30 days from receipt of appropriately completed paperwork, so timely disclosure by students is essential. Renewal requests may be necessary on a timeline determined by the accommodations committee and communicated in the plan. Renewal applications must be submitted prior to clinical rotations in order to adapt accommodations to the clinical environment. Documentation of temporary disabilities must be resubmitted annually at minimum. Requests for accommodation do not signify privilege until official notice is received from the Assistant Dean of Student Affairs. Accommodations cannot be applied retroactively.

4. DOCUMENTATION REQUIREMENTS

4.1 Learning Disability and/or Attention Deficit Hyperactivity Disorder

Documentation of the learning disability must be current (within 5 years) and must be conducted by a qualified provider. Documentation must include the following where relevant.

- 4.1.1 Aptitude Assessment: The Wechsler Adult Intelligence Scale (WAIS) is the preferred instrument.
- 4.1.2 Achievement Assessment: Current levels of reading, mathematics and written language are required. Acceptable instruments include the Woodcock-Johnson Psycho-Educational Battery-Revised or the Wechsler Individual Achievement Test (age appropriate).
- 4.1.3 Information Processing: Specific areas must be assessed (short and long-term memory, sequential memory, auditory and visual processing, etc.). Information from subtests on the WAIS-IV or the Woodcock-Johnson Tests of Cognitive Ability or other instruments relevant to the learning problem(s) may be used.
- 4.1.4 For a diagnosis of attention difficulties, psychometric testing must be utilized. Assessments should include evidence from multiple tests. Examples include continuous performance tests, Working Memory Index, Stroop test, Attentional capacity test, etc.

4.2 Psychological/Psychiatric Disorders

- 4.2.1 Documentation of the diagnosis must be current (within one year). The diagnosis must be given by a qualified psychologist or psychiatrist.
- 4.2.2 A treatment plan and recommended accommodations must be documented.

4.3 Other Conditions

- 4.3.1 Documentation of the diagnosis must be current (within 5 years). The diagnosis must be given by a qualified provider who has treated the student.
- 4.3.2 Documentation must include a description of the qualifying disability and accommodation recommendations.

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Effective Date: June 13, 2025 Time: 4:30 p.m.

APPROVED BY:

Approving Administrator – Vice President of Academic Affairs and Dean:

Linda Boyd, D.O.

Date: 10/2/2025 | 12:14 PM EDT

General Counsel/Chief Legal Officer:

Brian Witz

Date: 10/2/2025 | 2:35 PM EDT