

Licensed Professional Questionnaire for Academic, Housing and Transportation Accommodations

West Virginia University is committed to providing reasonable and effective accommodations to qualified individuals with disabilities. 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. All WVU students requesting disability-related accommodations must register with the WVU Office of Student Accommodations and provide up-to-date, appropriate, and objective documentation that clearly substantiates a significant functional impairment. This documentation must be provided by a qualified, licensed professional whose scope of practice enables them to appropriately render the diagnostic conclusions used as basis for the accommodation request. It is important to note that, under the law, determination of accommodations should be based on need and effectiveness, *not preference*.

Determinations on reasonable accommodations will be based on the documentation submitted to OSA and discussion with the student's Accessibility Specialist.

To be authorized for accommodations, students must:

1. **Register** with the Office of Student Accommodations (OSA) at <http://osa.wvu.edu/register>.
2. **Submit a completed Licensed Professional Questionnaire** with a licensed professional who is credentialed in the area related to the diagnosed condition for which the accommodation is being requested. Documentation provided must not be more than one year old. Please type all information, if possible.
3. **Meet with an Accessibility Specialist.**

An Individualized Education Plan (IEP), 504 Plan, outdated documentation, and evaluations normed on child scales may not provide sufficient documentation.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.

Please submit all documentation to the West Virginia University Office of Student Accommodations.

If an accommodation is authorized, students must then request their accommodations every semester by logging into the Office of Student Accommodations SAMM website. An accessibility specialist will approve the requests and email the student and their instructors an official notification of accommodations. Students must schedule to meet with their instructor to request and discuss their accommodation implementation.

Recommended practitioners for accepted documentation

The following practitioners are accepted to provide documentation on the respective disabilities or conditions (all must be appropriately credentialed and licensed in their respective fields):

Disability or Condition	Acceptable Practitioner
Attention Deficit Hyperactivity Disorder	Neuropsychologist, Clinical Psychologist, Psychiatrist, Neurologist, Neurodevelopmental Physician
Chronic Illness/Health	Gastroenterologist, Rheumatologist, Endocrinologist, Internal Medicine, or other physician knowledgeable of condition
Developmental Disability (such as Autism Spectrum Disorder)	Neuropsychologist, Psychiatrist, Clinical Psychologist, Neurodevelopmental Physician
Head Injury/TBI	Neurologist, Neuropsychologist to include general medical physicians
Hearing	Audiologist (CCC-A), Otolaryngologist
Learning Disabilities	School Psychologist, Clinical Psychologist, Neuropsychologist, Neurodevelopmental Physician
Mental Health or Psychiatric	Psychiatrist, Clinical Psychologist, Social Worker (LCSW), Marriage/Family Therapist, Licensed Professional Clinical Counselor, Psychiatric Nurse Practitioner
Mobility/Physical	Physical Therapist, Orthopedic Surgeon, other physician knowledgeable of condition
Speech and Communication Conditions	Speech Language Clinician
Vision	Optometrist, Ophthalmologist

To be completed by the student:

Student Name:

Student ID #:

I request that the following information from my licensed professional be used as documentation of my request for accommodations.

To be completed by the licensed professional:

Your role as licensed care provider is to thoroughly articulate the functional limitations of a student's Disability (a sentence or two is *not* sufficient). Functional limitations are ways in which the student's Disability limits their functioning in major life domains and activities. It is not a care provider's role to make recommendations for accommodations; however, a WVU Accessibility Specialist may reach out for additional information or clarification when determining accommodations.

The WVU Accessibility Specialist to which the student is assigned will be responsible for determining which accommodations are appropriate to provide equal access to education, based on the functional limitations identified by you the provider, the institutional knowledge of West Virginia University's resources and processes, and the technical standards of the student's classes.

Please note that providing a single sentence or two to the questions below will not be sufficient for the purpose of accommodation determination. As such, failure to provide enough information will prompt our office to request additional information and will delay the process for the student.

Please type all information, if possible.

Provider:

Title:

Address:

Phone:

Email:

License Number:

Office Name:

1. Is this student currently under your care?

Yes

No

2. Provide a specific, definite diagnosis (per DSM-V/ICD-11), 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.

3. Some diagnoses may require a psychological evaluation. Has this student had an adult normed psychological evaluation performed? If so, testing should be provided to the Office of Student Accommodations.

Yes

No

4. Please indicate the level of impact the student's disability may have in limiting the following major life activities:

Life Activity	No Impact	Negligible Impact	Moderate Impact	Substantial Impact	N/A
Communicating					
Concentrating					
Hearing					
Interacting with others					
Breathing					
Learning					
Making/Keeping Appointments					
Managing Distractions					
Managing Stress					
Meeting Deadlines					
Memorizing					
Performing Manual Tasks					
Reading					
Seeing					
Thinking					
Writing					
Other:					

5. For the major life activities checked above, please provide an explanation of the functional impact of the limitation in an academic and/or campus setting. Providing a single sentence or two will not be sufficient for the purpose of accommodation determination.
6. Please include any other information that might be helpful in working with this student (i.e. clinical observations, audiogram, visual exam, etc.).

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.

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Licensed Professional’s Signature

Date

Licensed Professional’s Printed Name