

# MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	<b>August 2012</b>	Category:	<b>Student Policies</b>
Name:	<b>Student Accommodations for Standardized Testing Policy</b>				

## 1.0 PURPOSE

The University is committed to ensuring appropriate standardized testing reasonable accommodations are provided for students with disabilities.

## 2.0 SCOPE

This Policy applies to all University students.

## 3.0 POLICY

Students with disabilities who require reasonable accommodations for various standardized tests (i.e. ACT, CLEP, C-Base, etc.) should contact the Testing Coordinator (Hearnes Hall, Rm 314), through Advising, Counseling and Testing Services office (ACTS). The ACTS office, in coordination with Coordinator of Student Disability Services, will work together to evaluate, approve or deny, and provide (when appropriate) testing accommodations based in the request of each student.

Requirements and procedures for obtaining accommodations vary from test to test. Some testing agencies allow the University to determine appropriateness of accommodations. Other testing agencies do not allow University's Testing Coordinator to make these decisions. Instead, students must file his or her request directly with testing agency.

If testing agency defers to the University, student should **engage** in the University's student accommodation process. Once a student has supplied appropriate documentation to Coordinator of Student Disability Services (the "Coordinator"), the documentation will be reviewed. The Coordinator will prepare memo of recommendation, which will be sent to Testing Coordinator.

If a testing agency requires accommodations to be approved directly through their agency, the student is responsible for completing all necessary paperwork and submitting it directly to testing agency. Testing agency will then coordinate actual administration of accommodation(s).

## 4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

## 5.0 RELATED DOCUMENTS