

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:	03-0024				
Name of Policy:	Student Accommodations for Standardized Testing Policy				
Date of Last Revision:	April 2024	Initial Date of Approval:		Initial Effective Date:	
Policy Owner	Student Disability Services Coordinator				
Policy/Chapter Sections					
Date of Next Review:	April 2027				

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, HISET, MCAT etc.) should contact the Director of Testing Services (Webster Hall, Rm 117). The Director, in coordination with the Coordinator of Student Disability Services, will work together to evaluate, approve or deny, and provide (when appropriate) testing accommodations based on 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 the University's Testing Director to make these decisions. Instead, students must file his or her request directly with the testing agency.

If the testing agency defers to the University, the 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 a memo of recommendation, which will be sent to the Director of Testing Services.

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 the testing agency. The 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.

Established – April 2000

Revised August 2012

Reviewed and revised April 2024 – placed in new format.

5.0 RELATED DOCUMENTS

None.