

To: SC Faculty and Teaching Staff

Date: June 4, 2007

Re: New Testing Accommodation Policy

Due to the increasing number of students requesting testing accommodation services (i.e. extended time, testing in a separate location), we have developed a new testing accommodation policy. Beginning this semester, our new policy will require advance notice of testing accommodation requests.

We will need your assistance and cooperation for the successful implementation of this new policy.

As many of you have experienced in the past, students often forget to notify their instructor of their plan to take a test in our office on the scheduled test date. Our new policy will now require students to notify their instructors in advance of each testing accommodation requests before they will be allowed to scheduling a testing date with our office.

Occasionally faculty members forget to deliver a test to our office on the scheduled test date or they drop off tests without knowing the student's name and/or scheduled test date. Our new policy will now require instructors to complete and attach a testing accommodation request form prior to the delivery of each exam to our office.

Please review the enclosed forms which explain the new procedures for submitting timely testing accommodation requests. We anticipate that the initial phase of implementing this policy test may cause some confusion for both students and faculty. Please accept our sincere apologies in advance for any inconvenience.

We would also like to take this opportunity to inform you that our office has been re-located to 109 Hickory Hall. Please do not hesitate to stop by the office or call us at x3747.

Have a great semester and thank you for your assistance and cooperation.

Sincerely,

Deb Dickens