

## Procedure for Students Requiring Accommodations

May 26, 2011

DSS students using testing accommodations on Houston and Dallas campuses

1. Student meets with DSS representative each semester to acquire Academic Adjustment letter
2. Student secures faculty signature on Academic Adjustment letter & returns it to DSS
3. Student must sign up for any exams for which they will need testing accommodations (online through DSS web site).
4. Student will be strongly encouraged to sign up for all of the semester's exams during his/her semester appointment. If student chooses to wait until later in the semester, the student must give DSS a four-day (business days) notice in advance of the exam.
5. DSS will notify faculty in writing that the student has requested testing accommodations.

At this point, the faculty will have two options:

1. Make independent arrangements with the student in order to provide him/her with approved accommodations.
2. Reply to the DSS email that gave notice of the student's test request so that DSS can make arrangements for separate testing locations, proctors, or equipment such as computers, etc.

Testing locations are listed below:

Denton	CFO 106	
Dallas	Parkland 3510 or 3514	Presbyterian 109
Houston	4305 or 5305	

Note: this process requires student initiation. Some students, although eligible for testing accommodations, may choose not to use them. In that case, students are to take the exam with all other students in the classroom.