The Disability Services Office abides by Westchester Community College’s Academic Honesty Policy.

Any act of academic dishonesty while testing in the Disability Services Office will result in written notification to the professor.

Disability Services Office
Library, Ground Floor, Room G51
Disability.Services@sunywcc.edu
914-606-6287
PROCEDURE TO REQUEST TESTING ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Disability Services Office (DSO)
Library, Ground Floor, Room G51
914-606-6287
Disability.Services@sunywcc.edu

Students with disabilities are required to sign up for services EACH semester to notify current professors of accommodations. It is advisable to register during the first week of classes. Accommodations do not carry over from one semester to the next and are NOT retroactive.

**Step 1:**
Fill out a Request for Referrals (YELLOW SHEET) in the DSO EACH semester.

**Step 2:**
Referral to Faculty Letters (GREEN SHEETS).

- If you are taking courses on the Valhalla campus, please come to the DSO a week after registering for services to pick up your Referral to Faculty Letters (GREEN SHEETS), sign them, and give the letters to your professors either before or after class. Choose a convenient time to discuss these accommodations with your professors.

- If you are ONLY taking online, off campus or evening classes, and the DSO confirms your documentation, the office will send an e-mail to the professor and student through their SUNY WCC e-mail addresses verifying that the student is entitled to testing accommodations with a copy of this procedure sheet attached.

**Step 3:** (If only testing in the DSO)

- **Student Responsibility:** Pick up Request for Testing Accommodations form (BLUE SHEET) to schedule your test with the DSO at least three days in advance or as soon as your professor announces the date of the test. The Request for Testing Accommodations form is also now online! (https://www.sunywcc.edu/student-services/disability-services/online-testing-accommodations-request/).

- **Professor Responsibility:** Complete your section of the Request for Testing Accommodations form (BLUE SHEET). Return the physical copy to student or the DSO. If a student submits an online request, please be sure to complete and submit it as directed by e-mail.

**TESTING ACCOMMODATIONS FOR FINAL EXAMS**

Instructions and forms for DSO registered students will be sent to their WCC email address approximately 3 weeks prior to the commencement of final exams. Faculty can access this information through the Faculty Portal.

Please contact Disability.Services@sunywcc.edu with any questions or concerns.

*As per the WCC policy, ALL email correspondence will be via SUNYWCC accounts for students, faculty, and staff.*