



Westchester
Community College

State University of New York

DISABILITY SERVICES OFFICE

TESTING POLICY

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

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

Disability Services Office
Library, Ground Floor, Room G51
Disability.Services@sunywcc.edu

PROCEDURE TO REQUEST TESTING ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Disability Services Office (DSO)
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: Request for Referrals

Fill out a Request for Referrals **online EACH** semester using the following link
<https://www.sunywcc.edu/student-services/disability-services/request-for-referrals-to-faculty/>

Step 2: Referral to Faculty Letters.

The DSO will confirm your documentation, then email the letter to all of your professors. You will receive a confirmation email from the DSO once the email has been sent. The professors will also receive a copy of these procedures. Be sure to discuss your accommodations with your professors at the BEGINNING of the semester and prior to your first exam/quiz be sure to confirm that your accommodations are in place.

Step 3: Other Testing Accommodations

If you require accommodations other than extended time or use of calculator, please contact Disability.Services@sunywcc.edu with any questions or concerns.

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