

Policy:	<b>Request for Special Testing</b>
Applicability:	All Doctor of Chiropractic Courses
Who is affected:	Doctor of Chiropractic Students
Effective:	Immediately
Policy Effective:	September 29, 2016
Last Revision Date:	September 29, 2016
Initiated By:	Academic Affairs
Responsibility:	Vice President for Academic Affairs
Policy Link:	<a href="http://lifewest.edu/wp-content/uploads/2016/09/LCCW_StudentHandbook_092916-1.pdf">http://lifewest.edu/wp-content/uploads/2016/09/LCCW_StudentHandbook_092916-1.pdf</a>
Policy ID:	OAA.0004

### **Request for Special Testing**

The student must notify the instructor of any authorized special testing at least one week prior to the exam. Once arrangements have been made, they cannot be changed without approval from the instructor and the Office of Academic Affairs.

The student must notify the instructor of any schedule conflicts during final exam week at least one week prior to the beginning of final exams. Appropriate paperwork must be completed and submitted to the Office of Academic Affairs.

### **Accommodated Testing – Students with Disabilities**

To schedule accommodated exams, students must first register as a student with a disability through the Office of Academic Affairs. Please refer to the Policy ID: OAA 0005 regarding Services for Students with Disabilities.

#### Amendment History

Amendment Date
09/29/2016 Adoption
09/29/2016 Revision