

MICHIGAN STATE UNIVERSITY

To: MSU Faculty and Academic Staff

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Subject: MSU Testing Accommodation Procedure

Date: Sept. 16, 2026

MSU Testing Accommodation Procedure



Policy: *Course instructors, in collaboration with their college, department, or program, are responsible for providing testing accommodations consistent with the student's Accommodation Letter. Whenever possible, accommodations should be provided in or near the classroom where the exam is being administered.*

Background

Nearly 10.5% of MSU students are registered with the Resource Center for Persons with Disabilities (RCPD) (5,525 in spring 2026), and approximately 85% of those students require testing accommodations. On average, instructors can expect approximately 8% of students in a course to require some type of testing accommodation. Testing accommodations vary based on individual student needs and may include extended testing time, reduced distraction seating in the classroom, separate testing space, or the use of a reader, scribe, or assistive technology.

Administration of course examinations remains the responsibility of the instructor. Approved accommodations are communicated through the student's RCPD [Accommodation Letter](#), which serves as the basis for a discussion between the student and instructor regarding implementation. An RCPD specialist of record is indicated on each Accommodation Letter and is available to assist with questions related to accommodation planning.

Students are expected to provide their Accommodation Letter at the beginning of the semester or at least seven (7) days before accommodations are needed. Extenuating circumstances may occasionally require accommodations to be implemented on shorter notice. RCPD has implemented a new data system,

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AccessMSU, that streamlines the accommodation request process for students and delivery of accommodation notifications to faculty and instructors. To receive accommodation letters, faculty and instructors must be listed as the instructor of record for the course in MSU's Student Information System (SIS).

- **Detailed information about common testing accommodations and implementation can be found on [RCPD's Alternative Testing page](#).**
- **Information about RCPD's AccessMSU system can be found on [RCPD's AccessMSU Resources page](#).**

Alternative Testing Accommodation Assistance

When instructors need assistance providing more intensive testing accommodations, the MSU Testing Center provides fee-based testing services for accommodations that cannot be reasonably administered by the faculty member, department, college, or program. RCPD remains available to consult on determining appropriate implementation.

Colleges, departments, and programs are responsible for paying the Testing Center's exam proctoring fees, currently \$20-30 per student. Please refer to the [Testing Center website](#) for full details.

Instructors are responsible for submitting requests to the MSU Testing Center.

This process should be completed by the instructor at least seven (7) days (14 days for finals) prior to the need for the accommodation. Requests can be made by emailing testingcenter@msu.edu or calling 517-355-8385. Final authorization will require completion of the Alternative Testing Site Authorization Form.

If a student requests to utilize an accommodation for a reader or scribe on their exam, and the instructor does not have someone who can serve in this role, refer the student to instructions on [RCPD's Alternative Testing page](#) for how to request reader/scribe support at least 7-14 days in advance of the exam. Please provide the student with the exam date, time, and location.

Cancel & No-Show Policy

Instructors or department representatives must provide written notice to the MSU Testing Center at least 24 hours in advance to cancel proctoring services. If notice is not provided, or if a student does not show up for their scheduled appointment, the department will be charged the full scheduled rate.

Questions about different types of student accommodations should be directed to RCPD by emailing rcpd@msu.edu or calling 517-884-7273.

Questions about alternative testing at the MSU Testing Center can be emailed to testingcenter@msu.edu or by calling 517-355-8385.