


**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 8/14, 5/18

No: 2-L-800-05
Last Review Date: March 2022
Required Review Date: August 2026
Administrative Unit: Administration
Approved By:



Jared O. Seliger PhD, CNMT
President

SUBJECT: Testing Accommodations for Limited English Proficiency Students (LEP)

PURPOSE: To provide reasonable testing time modification for qualified students with limited English proficiency and whose primary language is not English to enhance their opportunity for success.

EFFECTIVE FOR: Faculty, Staff, and Students

POLICY:

Allen College will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in services and academic programs. The College recognizes LEP students as individuals who may have limited ability to effectively communicate in English because their primary language is not English, they come from an environment where a language other than English may impact level of proficiency, and/or they have not developed fluency in the English language. Limited ability may include speaking, reading, and writing. The primary language spoken is identified on the application for admission. In order to ensure students have an opportunity to succeed LEP students may need additional time to read a passage or word, comprehend, digest, translate into their own language, and then answer the question. Testing accommodations shall be implemented without reducing academic standards.

Testing accommodations for limited English proficiency students do not eliminate the need for ADA accommodations as appropriate and documented.

PROCEDURE:

- Students shall self-identify to their instructor who shall verify information with student services staff
- Provide additional time up to 200% for students in the first semester of enrollment
- Provide additional time up to 150% for students in the second semester of enrollment
- Require regular time for students by the third semester of enrollment