



## CAAP GUIDELINES

For ARC Staff, Admissions, Records,  
Students, and Advisors

- 1) Enforcing the existing policy, students must have record of taking the CAAP test in order to receive their diploma.
- 2) The CAAP is given 3 times per year – Fall and Spring – about a month before graduation, and during the summer session. Students must set up date/time with the ARC department at (417) 455-5602 or stop in to the department located at McDonald Hall, 1<sup>st</sup> floor.
- 3) A student does not have to take the CAAP test if they have taken it previously with a prior degree program at Crowder College (i.e. someone coming back for a different degree at a later time). The student must check with records first to ensure their prior CAAP scores are on file, if not – they may have to take it again.
- 4) A student does not have to take the CAAP test if they already graduated from another college or university, where they took general education courses. (this includes Associates, Bachelors, and Masters degrees – then come to Crowder later in life for a different degree such as nursing).
- 5) The only students who are required to take the CAAP exam are those seeking degrees (AA, AAS, or AS). Those students in certificate courses who have little to no experience with general education requirements do not have to take the CAAP exam. In order for Crowder to have an accurate reflection of graduation performance rates – Crowder will test only the students who have been through our general education curriculum.
- 6) Students scoring at or above the national norm in any sections of the CAAP will have their name put into a drawing. Forty peoples names will be drawn & will receive a waiver of their \$35 graduation fee. Students whose names are drawn will receive a check from the cashiers office **only** if they have paid the \$35 graduation fee. Students who have not paid the graduation fee will have the \$35 fee applied to their account. Also, A+ students will not receive a check, as A+ pays that fee. Students who score at or above the national 50<sup>th</sup> percentile on all 3 tests will be put into a drawing for a \$1,000 award. One student's name will be drawn & if **no** outstanding balance is due to Crowder College will receive a check. The award is given by the Crowder College Foundation and is awarded 2x per year, Fall and Spring – summer testers get their name put into the Fall drawing. Students will be notified of their fee waiver by letter, and the winner of the award will be notified as well. Whoever wins the \$1,000 award will have their photo taken and put into the Sentry.
- 7) When scheduling an appointment to take the CAAP, a student must report any physical limitation (disability) that prohibits them from being in a sedentary (seated) position for more than 3 hours at a time. (i.e. a back problem/injury – student may need to stand up at a podium to relieve pain in order to take the test, or stand/walk with a clip-board in the back of the room). These types of accommodations need prior notice to ARC staff so we are ready for the accommodation when the student arrives. Diabetics or students with other illnesses requiring frequent snacks/lunch or breaks also need to notify staff ahead of time. Students may bring snacks/lunch with them if necessary and eat during the allotted breaks given during the exam. Students with any other kind of disability needs to alert ARC staff ahead of time if accommodations are necessary (i.e. interpreter for the Deaf, enlarged print, etc.). See Special Circumstances outlined below.
- 8) CAAP testing is scheduled on certain dates per semester, with limited seating per session. No walk-ins or special considerations are allowed (except for disability related issues outlined under Special Circumstances). Students must register ahead of time to take the test, and if they have missed the testing window – they must wait until the following semester to take the exam. If a student misses the testing window, an unofficial transcript will be provided if the student is transferring.
- 9) Exceptions are allowed in special case-by-case basis for the waiving of the CAAP test. Such considerations in the past have included students who have moved from the area, hospitalization, employment restrictions, or disability related issues. Each request for waiving of the CAAP test is carefully considered by the ARC Coordinator and the Vice President of Student Services. If the test is waived, a notation will be made in the students' official record.

**Special Circumstances:**

If a student has a disability and is currently served through the Office of Disability Services, then it must be determined by the ARC /ODS Coordinators and VP of Student Services whether or not the student is required to take the CAAP test, or what accommodations must be provided to the student in order for them to successfully take the test. (for example, extended test taking time, quiet environment, enlarged text, etc.). If a student is determined eligible not to take the CAAP (by the ARC / ODS Coordinators discussing with the VP of Student Services), then a notation will be made in the student's official record.

Any questions regarding these policies, please direct them to the ARC Coordinator, Helen Hale, at Crowder College,