Academic Requirement Modifications Policy and Procedure

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General Description

Policy Summary:

This policy outlines the nature and scope of academic program modification requests as an accommodation due to a disability-related reason.

Purpose:

Section 504 of the Rehabilitation Act and the Americans with Disabilities Act stipulate that reasonable and appropriate modifications to an academic course plan should be made provided the individual requesting such modifications can indicate the presence of disability-related rationale that limits a major life activity.

Scope:

Students with disabilities who are otherwise qualified and registered with Student Accessibility Services, and any university employee who is tasked with reviewing such requests and implementing accommodations approved by Student Accessibility Services.

Policy Content

Introduction

- A request for modification of academic requirements is an interactive process involving the student, the Director of Student Accessibility Services, faculty, staff, and administration to outline accommodations and define modifications, if any, to academic programs of the University.
- Such modifications should not result in the fundamental alteration of a course, the curriculum, degree requirements, or program objectives.
- Modifications to academic courses and/or requirements are approved only where it is demonstrated that the accommodations will not alter the program objectives or affect

academic integrity.

Student Responsibilities

- ☐ The student must register with Student Accessibility Services by following the appropriate application procedures.
- ☐ The student must submit a written request for the academic modification, explaining difficulties in the relevant area(s) and reasons for requesting the modification(s).
- ☐ The student must provide Student Accessibility Services with appropriate documentation validating the request for a modification to an academic requirement.

  This should include information illustrating the outcome of previous efforts in the relevant area (e.g., high school or college transcripts).

University Responsibilities

Student Accessibility Services Responsibilities

- ☐ Student Accessibility Services must verify that a student who requests a modification to an academic requirement is registered with the office and eligible to receive this accommodation through the appropriate application and documentation collection procedures.
- ☐ If the student is eligible for this accommodation, Student Accessibility Services must prepare a written decision recommending that modification is appropriate and inform the Associate Provost: Student Success. SAS approves eligibility for the modification when it can be implemented in a way that upholds the integrity of curriculum requirements. SAS does not approve how the curriculum is to be modified but relies on input from the Associate Provost: Student Success and appropriate faculty.

Associate Provost: Student Success

- ☐ The Associate Provost: Student Success will consult with appropriate faculty, who will determine reasonable methods for modifying course curriculum.

  These individuals might include the chair of the department in which the modification is being sought, and if the student is majoring in a different program or department, the chair of that department or his/her designee.

- ☐ The Associate Provost: Student Success, in consultation with the designated faculty,

will make the final decision on the request.

A possible rationale for decisions to such requests include:

1. Approving a specific modification to an academic requirement. (A stipulation may be made that the request must be reconsidered if the student later selects a major or program for which the original requirement is an essential element.)
2. Requesting additional information before making a decision.
3. Denying the request on one of the following grounds:
    a. The student has not provided adequate documentation which supports the request, or
    b. The course under consideration is deemed to be essential to the program of study.

☐ If a modification to an academic requirement is approved, the Associate Provost: Student Success and/or the Student Accessibility Services Director will notify the student, the academic department involved, the Office of the Registrar, and the student's adviser.

Terms & Definitions

Terms and Definitions:

Term:	Definition:
Academic Course Modification	A reasonable and appropriate adjustment to the expectations and course outline set by an instructor in their course syllabus.
Reasonable and Appropriate	Students approved for accommodations are held to the same standards as their peers and must continue to meet all course objectives and expectations as set by their instructors in the syllabus. "Reasonable and appropriate" refers to the nature of an accommodation, adjustment, and modification made that reflects the student's ability to still meet the course objectives and expectations.

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v1.0	8/1/2019 8:13 PM	Katharine Martin

Vice President Approval:

Name:	Title:
Megan Mustain	Provost and Vice President for Academic Affairs