



# Academic Requirement Modifications Policy and Procedure

**Document Number:** ACSP-0003

**Date Published(sys):** 7/8/2021

---

## *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 making individual requests for an academic course modification as well as the appropriate faculty and staff involved in reviewing such requests are covered by this policy.

---

## *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 recommendation on the request and inform the Associate Vice President of Academic Affairs: Student Academic Issues and Retention of the recommendation.

### Associate Vice President for Academic Affairs: Student Academic Issues and Retention Responsibilities

- The Associate Vice President for Academic Affairs: Student Academic Issues and Retention will consult with appropriate faculty and/or staff and SAS.

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 Vice President for Academic Affairs: Student Academic Issues and Retention, in consultation with the designated faculty and staff, 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 Vice President for Academic Affairs: Student Academic Issues and Retention will notify the student, the academic department involved, the Office of the Registrar, Student Accessibility Services, and the student's adviser.

---

## Terms & Definitions

### Terms and Definitions:

<b>Term:</b>	<b>Definition:</b>
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:

Enter Vice President(s) that are responsible for approving this document

Name:	Title:
Sheryl Tynes	Vice President for Student Life