

Procedures for Course Substitution for Students with Disabilities

Summary

Columbus State University and the Center for Accommodation and Access work with students and faculty to determine if and how courses may be substituted for qualifying students with disabilities.

Purpose

This document describes requirements, standards, and procedures for substituting math courses and other courses at Columbus State.

Procedures

Math Substitution

Section One: Procedure for Identification of Persons Eligible

Students who are unable to meet the core requirement for math due to a disability may request a substitution for math through the Center for Accommodation and Access. Students may also be referred to the Center for Accommodation and Access for a math substitution by Columbus State University faculty or staff.

Following the Board of Regents' policy for the University System of Georgia, Columbus State University's Center for Accommodation and Access will submit math substitution requests from students who self-identify to the Regent's Center for Learning Disorders (RCLD). According to Academic and Student Affairs Handbook, the decision for a course substitution consideration will be determined by the RCLD based on the documentation provided by the student. Math course substitutions do not apply to any Learning Support math that a student is required to complete. Students who change their major may have to submit a separate petition if math is a requirement for that specific major/program.

The Center for Accommodation and Access will assist the student with the process for submitting documentation to the Regent's Center for Learning Disorders.

If the Center for Accommodation and Access believes documentation may be insufficient, the Center for Accommodation and Access will advise the student on the need for a more comprehensive evaluation. If the RCLD request additional

documentation to support a math substitution, the Center for Accommodation and Access will inform the student.

The Columbus State University math substitution policy is available on the website of the Center for Accommodation and Access.

Section Two: Procedure for Identifying Reasonable Substitution Criteria

If the student's major/program of study does not consider math to be an essential component, the Academic Standards Committee (ASC), which includes deans and/or department chairs from the university, will decide on which course will substitute for the core math course. ASC will determine whether or not the substitution presents a fundamental alteration of the degree program.

Each decision will be made on an individual basis, taking into consideration the student's degree program. For some degrees math courses beyond the core math course is an essential part of the program and a substitution may not be acceptable.

The confidentiality and privacy of the student will be protected. Information will be shared only with a signed consent form by the student and based on an educational-need-to-know.

The Center for Accommodation and Access will be present during the discussion/meeting to represent the interests of the student.

Section Three: Procedure for Making Designated Substitution Known to Student with the Request

Students shall be notified of the course/s approved for substitution of the core math course by a letter from the Academic Standards Committee. A copy of the letter will be sent to the Registrar's office, the Dean of Students office, members of the ACS, and the Center for Accommodation and Access.

Any student not satisfied with the decision made by the ASC may appeal the decision through the university's appeals process. The Center for Accommodation and Access will advise the student on this process if needed.

All Other Courses

The student is responsible for initiating the request for a course substitution or waiver by contacting the Center for Accommodation and Access about the appropriate procedure to follow. The Center for Accommodation and Access will contact the appropriate university personnel concerning course substitutions or waivers. Waivers of academic courses and/or requirements are approved only where it is demonstrated that the accommodations will not alter the program/course objectives or undermine the academic integrity of the program/course. Appropriate university personnel (e.g., provost, department heads, deans and professors) in collaboration with the Center for

Accommodation and Access will issue decisions concerning concerning waiver of and/or substitution of coursework to the student, department and/or instructor.

Related USG Policy

4.1.5 Students with Disabilities, Regent's Center for Learning Disorders (RCLD)

Last Update

5/25/17

Responsible Authority

Director of the Center for Accommodation and Access