

## Academic Policy Proposal

<b>INITIATING GROUP / UNIT:</b> CAS <input type="checkbox"/> CPA <input type="checkbox"/> LAW <input type="checkbox"/> MSB <input type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input checked="" type="checkbox"/> via ODAS
<b>CONTACT NAME:</b> Candace Caraco (x5243) or Karyn Schulz (x4141)
<b>POLICY TITLE:</b> Course Substitution on the Basis of Disability
<b>APPLIES TO:</b> CAS x CPA x LAW <input type="checkbox"/> MSB x
<b>SPECIFIC PROGRAM</b> (if applicable): Primarily undergraduates – there could be implications for electives in grad programs
<b>PROPOSED IMPLEMENTATION DATE / SEMESTER:</b> Fall 2017

**I. Statement of Purpose: Establish a process for students with documented disabilities to seek a course**

The policy is intended to provide suitable support for students who may not be able to complete certain General Education or program electives because of a documented disability. Specific courses that may be used as substitutions are determined by faculty in appropriate disciplines. Recommend placement in catalog

**II. Current Policy** (If proposal is a revision or discontinuance) It can be attached if too lengthy. Include date of original adoption if available.

Original adoption: fall 2009; being updated to reflect new GE/GR policy

**III. Proposed Policy** (including authority for policy waiver, exclusions, or sanctions, if any) can be attached if too lengthy.

See attached

**IV. Other** (who was consulted, definition of terms, etc.)

Office of Disability and Access Services, General Education Council (10-17), Assistant Provost for Undergraduate Studies, Office of the Attorney General

<b>V. Approval Signatures</b>		<b>Date</b>
A. College/School Dean(s)	CAS: _____ CPA: _____ LAW: _____ MSB: _____	_____ _____ _____ _____
B. Academic Policy Review Committee (UFS subcommittee)	Chair: _____	_____
C. University Faculty Senate	Chair: _____	_____
D. Provost and Senior Vice President for Academic Affairs (or designee)	_____	_____
E. AG's Office (as required)	Signature not required. If AG review is necessary, the date of approval will be added by the Policy Coordinator.	_____
F. President (as required)	_____	_____
G. Board of Regents (as required)	Signature not required. If BOR review is necessary, the date of approval will be added by the Policy Coordinator.	_____

## University of Baltimore

### POLICY ON COURSE SUBSTITUTION ON THE BASIS OF DISABILITY

The University of Baltimore, in keeping with Section 504 of the Rehabilitation Act of 1973 as amended (P.L. 93-112.P.L.93-516) and the American with Disabilities Act of 1990, provides the following process for students with documented disabilities to seek a course substitution for a General Education (GE) or a UB Graduation Requirement (GR) course or a program elective.

Although a specific GE course may be substituted based on an evaluation, the GE requirement will remain. If a GE course is substituted based on a disability, the GE requirement must be fulfilled through one of the following methods to ensure GE competencies are met:

1. Oral or written test
2. Portfolio
3. Alternative course

A GE course or program elective or GR substitution will be considered on a case-by-case, individual basis. A substitution may be granted based on an evaluation of the student's inability to meet normal course requirements and when no adequate substitution can be established. Courses may not be substituted if that mediation would fundamentally alter the nature of the student's program of study. Approval of a substitution for GE or GR requires review of the relevant area definition, area student learning outcomes, and the list of course requirements for that area, as well as the program outcomes for the major the student wishes to pursue.

Any determination regarding essential course/program requirements is made after a reasonable deliberation by an individual(s) with relevant training, knowledge and experience in the subject area/course of study that includes a careful, thoughtful and rational review of the academic program and its requirements and available options/alternatives as essential requirements. The person(s) making such decisions will be knowledgeable and informed about (or will make the decision based upon documentation received from a person who is knowledgeable and informed about) the nature of the applicant's/student's disability, the effect of that disability on the applicant's/student's performance in the program, including the consideration of academic requirements, and the existence of any modifications or auxiliary aids to assist the applicant/student in completing the program. The evaluation will include an interactive process with the applicant or student. Thus, unless there is an unusual circumstance, the student's academic program director makes the decision about the substitution after conversation with the student, the student's advisor, and the director of the Office of Disability and Access Services (ODAS). The program director shares this decision with the ODAS director, who in turn shares the information with the appropriate staff member(s) in the Records Office to ensure that degree audit is updated. If the program director has questions pertaining to the GR area student learning outcomes and an appropriate substitution, it is recommended that director consult with the chair of the General Education Council.

A reasonable modification or adjustment that will enable the applicant/student to meet essential program requirements will be considered. However, substituting a specific course does not reduce the number of credits required for completion of a degree or program nor does it change the need to fulfill

UB Graduation Requirements. The full number of credits required by the program must be earned for graduation.

### **Process**

The following is provided as an outline of the steps to request a course substitution of a general education course or program elective on the basis of a disability:

1. The student with the disability must be registered with the Office of Disability and Access Services (ODAS), Academic Center prior to the first attempt/registration of the course in question and must have provided accurate documentation of the disability. This documentation must meet the criteria set forth by the Office pertinent to the specific disability. Guidelines can be found on the ODAS website (<http://www.ubalt.edu/das>). Additional information may be required.
2. It is recommended that the student:
  - a. Discuss concerns and plans with her/her academic advisor so it is understood how a GE, GR, or elective course substitution would impact the sought after degree
  - b. If a student has an accommodation need that would prompt a substitution, then the student should contact the program director and copy the director of the Office of Disability and Access Services (ODAS) at [cea@ubalt.edu](mailto:cea@ubalt.edu).
  - c. Meet with the Director of the ODAS to discuss the impact of the disability and learning and possible accommodations. The Director will review the current documentation and advise the student of possible additional testing/documentation if necessary.
3. The student shall complete the UB Course Substitution Request form and submit it along with a written detailed statement that includes the rationale for the substitution and other relevant information such as experiences with previous related course work, whether he/she met with the Discipline representative (e.g., program director), what accommodations were discussed, and why participation would still be limited in the class.
4. Upon receipt of the request and all required documentation, the Director of the ODAS shall convene a committee to review the request. The committee will consist of the Director of the ODAS or designee, the dean of the school/college or designee, a program director or designee from the student's academic program, and a faculty member from the content area/discipline of the course. The Director of the ODAS will inform the student in writing of the decision within 15 working days from the receipt of the request and the required documentation. The decision letter shall include information on the appeal procedure and timeline.
5. The student may appeal a negative decision to the Assistant Provost for Undergraduate Studies or designee. A written appeal must be received by the Office of the Provost within 212 business days of receipt of the decision of the committee and the relevant documents. The appeal letter shall include a summary of the request and the sought after remedy. It shall be sent along with a copy of the original request and the committee's decision letter to: Office of the Provost, AATTN: Asst. Provost for Undergraduate Studies, University of Baltimore, 1420 N. Charles Street,

Baltimore, MD 21201 or to [flgade@ubalt.edu](mailto:flgade@ubalt.edu). A decision shall be rendered within 12 business days of the receipt of the required appeal documents.

### **Course Substitution Deadlines**

Students requiring a substitution of coursework as a reasonable accommodation must request this accommodation according to the following deadlines:

- By the end of the fourth semester for students entering the University of Baltimore as a freshman OR prior to declaring a major, whichever is first (in case a substitution presents problems for an intended major)
- By the end of the second semester for students entering the university as a transfer student OR upon completion of 45 credits

UNIVERSITY OF BALTIMORE

REQUEST FOR COURSE SUBSTITUTION ON THE BASIS OF DISABILITY

Please read the Policy on Course Substitutions on the Basis of Disability before completing this form.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

                    Last                                      First                                      M.I.

Student ID#: \_\_\_\_\_

Major: \_\_\_\_\_ Expected date of graduation: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Contact Information: email: \_\_\_\_\_ Phone: \_\_\_\_\_

I am requesting a course substitution of a general education course or a program elective course. This request complies with the UB Policy on Course Substitutions on the Basis of a Disability.

The course I am requesting be substituted is:

\_\_\_\_\_

Course Name

**Per #3 in the Policy of Course Substitution on the Basis of a Disability, please attach the detailed written statement.**

I have investigated how the proposed substitution may affect my further study at the University of Baltimore and/or other postsecondary institutions. I understand the course substitution, if granted, does not waive the general education requirements, program requirements, and graduation requirements and that they full number of credits required for graduation in the degree program must be met.

\_\_\_\_\_

Student Signature

University of Baltimore

REQUEST FOR COURSE SUBSTITUTION ON THE BASIS OF A DISABILITY

STUDENT STATEMENT

This statement shall accompany the student's Request for Course Substitution Form when requesting a course substitution on the basis of a disability. Please state clearly the rationale for your request and relevant information about why you feel you would be unable to successfully complete the course.

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Last

First

M.I.

Date: \_\_\_\_\_

Student Signature