

University of Baltimore

POLICY ON COURSE WAIVERS ON THE BASIS OF A DISABILITY

Approved by UFS 10/12/11

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 waiver for a general education course or a program elective.

A general education course or program elective waiver will be considered on a case by case, individual basis. A waiver 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 waived if that modification would fundamentally alter the nature of the student's program of study. Any determination regarding essential course/program requirements is made after a reasoned 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.

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

1. oral or written test
2. portfolio
3. alternate course

A reasonable modification or adjustment that will enable the student to meet essential program requirements will be considered. However, waiving a specific course does not reduce the number of credits required for completion of a degree program. 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 waiver of a general education course or program elective on the basis of disability:

1. The student with the disability must be registered with the Center for Educational Access (CEA), Academic Center Room 139, prior to the first attempt/registration of the course in question and must

have provided accurate and recent documentation of the disability. This documentation must meet the criteria set forth by the CEA pertinent to the specific disability. Guidelines can be found on the CEA website (<http://www.ubalt.edu/campus-life/center-for-educational-access/index.cfm>). Additional information/testing may be required.

2. It is recommended that the student:
 - a. meet with the Director of the CEA to discuss the impact of the disability on learning and possible accommodations. The Director will review the current documentation and advise you of possible additional testing if necessary.
 - b. meet with a representative of the Discipline or area in which he/she thinks a waiver is needed to discuss how the disability would impact participation in the class in question, what accommodations could be reasonably expected and if full participation would not be possible even with accommodations. The Director of the CEA will assist with this step if necessary.
 - c. discuss concerns and plans with his/her academic advisor so it is understood how a course waiver would impact the sought after degree.
3. The student shall complete the UB Course Waiver Request form and submit it along with a written detailed statement that includes the rationale for the waivers and other relevant information such as experiences with previous related course work, whether he/she met with the Discipline representative, 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 CEA shall convene a committee to review the request. The committee will consist of the Director of the CEA 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 CEA 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 Provost. A written appeal must be received by the Office of the Provost within 10 business days of receipt of the decision of the committee. 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: Associate Provost, Office of the Provost, 1420 N. Charles Street, Baltimore, MD 21201. A decision shall be rendered within 10 business days of receipt of the required documents.

Course Waiver Deadlines

Students requiring a waiver 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 as a freshman
- By the end of the second semester for students enter the university as a transfer student

**UNIVERSITY OF BALTIMORE
REQUEST FOR COURSE WAIVER ON THE BASIS OF A DISABILITY**

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

Name: _____ Date: _____
Last First M.I.

Student ID # _____

Major: _____ Expected Date of Graduation: _____

Permanent Address: _____

Contact Information: e-mail _____ Phone _____

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

The course I am requesting be waived is:

Course Name

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

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

Student Signature

University of Baltimore

REQUEST FOR COURSE WAIVER ON THE BASIS OF A DISABILITY

STUDENT STATEMENT

This statement shall accompany the student's Course Waiver Request Form when requesting a course waiver 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.

Student Signature

Date

Academic Policy Proposal Form

INITIATING GROUP / UNIT: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCAS <input type="checkbox"/> CPA <input type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input checked="" type="checkbox"/>
CONTACT NAME: Beverly Schneller PHONE: ext. 6205
POLICY TITLE: Policy on Course Waivers on the Basis of a Disability
APPLIES TO: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCAS <input type="checkbox"/> CPA <input type="checkbox"/> All <input checked="" type="checkbox"/>
SPECIFIC PROGRAM (if applicable): NA
PROPOSED IMPLEMENTATION DATE / SEMESTER: Spring 2012

I. Statement of Purpose/Reason for Change or Addition of Policy:

An OCR agreement mandated revision of UB's policy on course substitutions and waivers to accommodate students with a documented disability. A timeline was provided that includes a November 1 submission to OCR for review and approval of the policy by OCR, and a planned training program to communicate the policy guidelines to appropriate faculty and staff.

II. Proposed Policy (including authority for policy waiver, exclusions, or sanctions, if any). It can be attached if too lengthy for this box.

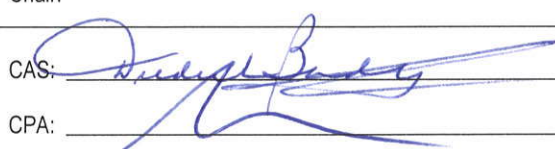
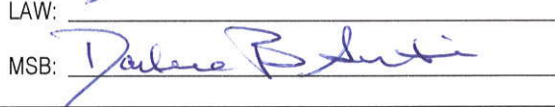



See attached Policy on Course Waivers on the Basis of a Disability with accompanying request form and student statement form.

III. Current Policy (if proposal is a revision or discontinuance), including date of original adoption if available. It can be attached if too lengthy for this box.

See attached General Education Course Substitution Policy

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

A committee was created to provide input on the draft that included representatives from MSB, CAS, CPA and Disability Services. Policies from other institutions were reviewed. The Attorney General's Office was consulted as well.

V. Approval Signatures		Date
A. Final faculty review body within initiating school/college	Chair: _____	
B. College/School Dean(s) <i>The dean's signature indicates the school/college has had an opportunity to review the policy and accepts it.</i>	CAS: 	12/13/11
	CPA: _____	11/13/11
	LAW: _____	
	MSB: 	10/13/11
C. Academic Policy Review Committee (UFS subcommittee)	Chair: 	10/13/11
D. University Faculty Senate	Chair: 	10/12/2011
D. Provost and Senior Vice President for Academic Affairs (or designee)		11/03/2011
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

General Education Course Substitution Policy and Process

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 course. This process is in accord with the General Education Implementation Guiding Principles established and approved by the Maryland Intersegmental Chief Academic Officers in February 1997. General Education Requirement Substitution Best Practices is Appendix H of that document.

A general education course substitution will be considered on an individual basis. General education course substitution requests will not be considered if the course substitution does not maintain the integrity of the student's program of study. Appropriate substitution courses shall be determined by faculty in the relevant subject area.

The following is provided for the student as an outline of the steps required to request a course substitution for a general education requirement:

1. The student with the disability must be registered with the Disability Support Services (DSS) Office (AC 139) prior to the first attempt/registration of the course in question and must have provided accurate and recent documentation of the disability. This documentation must meet the criteria set forth by the DSS Office pertinent to the specific disability. (Guidelines can be found on the DSS website (www.ubalt.edu/disability)).
2. The student must provide documentation that he/she has made a good faith effort to pass the required course utilizing all needed support services/accommodations (as appropriate).
 - a. The student must have attempted and completed the course at least twice and receive a grade of D or F on each occasion.
 - b. The student must have accessed all reasonable and appropriate accommodations based on the specific disability.
 - c. The student must have accessed use of all appropriate services that would support their success in the course (tutoring, learning consultation, etc.).
3. The student must make a formal written request for the substitution to the Director of the Disability Support Services Office with a copy to the Dean of College of Liberal Arts.
 - a. The request must include documentation to support the criteria in number 2 above.
 - b. The request must include statements of support from the following:

- i. DSS staff member indicating that all reasonable and appropriate accommodations have been utilized
 - ii. Academic Resource Center tutor or another ARC staff member indicating that the student has made full use of their services
 - iii. Instructor of record for the failed attempts indicating that the student attended class regularly, participated earnestly, submitted all required work and attempted all quizzes and tests
4. Upon receipt of the request and all required documentation the Director of the Disability Support Services Office convenes the committee which will review the request and render a decision within 15 business days of receipt of all items. This committee will consist of the Director of Disability Support Services or designee, the Dean of the College of Liberal Arts 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 Disability Support Services Office will inform the student in writing of the decision.
5. There is one level of appeal to the Provost. An appeal must be made within 10 business days of receipt of the decision of the committee.