

University of Baltimore

POLICY ON UNDERGRADUATE COURSE SUBSTITUTIONS

Approved by UFS 10/12/11

With changes based on AG recommendations and University comments 10/17/11

The UB Policy on Undergraduate Course Substitutions is designed to maintain the integrity and comprehensiveness of the academic degree programs and curriculum. Students may apply to their academic program for substitution of a course (required or elective) within their major or minor and/or for General Education.

General Guidelines

1. Course substitutions are considered as exceptional circumstances.
2. Course Substitutions are limited to two three-credit courses. In special cases, a program may support one additional three-credit course substitution, but in no case would the substitutions exceed three three-credit courses (9 credits).
3. Substitutions may not be granted for developmental courses.
4. The student is expected to know their program requirements, meet with their advisor and consult with their program director if any problems in completing degree requirements are anticipated or arise.
5. Students may not apply for course substitutions prior to completing 45 credits unless special circumstances require, such as when the division chair or program director is aware of an unresolved scheduling matter or there is an unanticipated change to planned or scheduled course offerings that will impede the student's progress to graduation.
6. Special study courses, in which the student may enroll more than once for credit, and courses that are changed by the program to meet curricular needs are not subject to the Course Substitution Policy.
7. Failure to enroll in a course in a timely manner when the course is offered on a cycle, failing to achieve the grade required by the program, and/or failing the course when no passing grade is specified are not grounds for being granted a substitution.
8. Academic programs will maintain a current list of courses for which substitutions may be considered.
9. Substitution requests will be reviewed on a case by case basis by the degree program director and reasonable effort will be made to address the student's need.
10. The decision to grant the substitution is at the discretion of the program director or division chair, who may consult the program faculty and/or the dean of the school/college as needed.

11. The University retains the right to revoke a substitution in the event that the student changes majors and the substituted course is found to be essential to the newly declared major field of study.

Timeline

When possible, course substitution requests should be made during the pre-registration period or at the time of admission to the program of study. Substitution requests must be made within the semester in which the student is currently enrolled and may only be applied within the academic calendar year (Fall, Spring or Summer). Substitution requests that are approved prior to the start of the semester will take effect within the same semester. Requests approved after the start of the semester will take effect in the next semester of the academic calendar.

Process

To apply for a course substitution, the student shall complete the Course Substitution Request Form and meet with their program director/division chair and academic advisor to discuss the implications of the requested substitution. **A student requesting a course substitution on the basis of a documented learning disability should contact the Center for Educational Access (CEA) (<http://www.ubalt.edu/campus-life/center-for-educational-access/index.cfm>) for guidance.**

Decision and Appeal

- The academic program shall have 30 days to act on the substitution request.
- The school/college dean or his/her designee will review the exception request and forward it, if in agreement, to the registrar.
- The student will be notified by email regarding the program director's decision.
- If the program director denies the student's request, the student may appeal that decision within 15 business days to the school/college dean or his/her designee. The decision of the dean or his/her designee shall be final.

University of Baltimore

COURSE SUBSTITUTION REQUEST FORM

Please read the Policy on Undergraduate Course Substitutions 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 substitution. This request complies with the UB Policy on Undergraduate Course Substitutions.

I am requesting that the following course:

_____ *Course Name*

be substituted for: _____
Course Name

Reason for Request: _____

I have investigated how the proposed substitution may affect my further study at University of Baltimore and/or other post secondary institutions. I understand that the University retains the right to revoke a substitution in the event that I change majors and the substituted course is found to be essential to the newly declared major field of study.

Student Signature

Date

Approved:

Program Director

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 X |
| CONTACT NAME: Beverly Schneller PHONE: ext. 6205 |
| POLICY TITLE: Policy on Undergraduate Course Substitutions |
| APPLIES TO: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCAS <input type="checkbox"/> CPA <input type="checkbox"/> All X |
| 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.

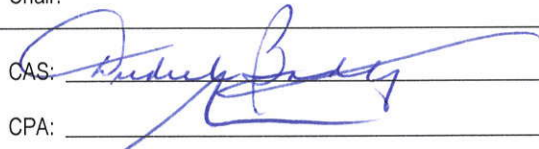
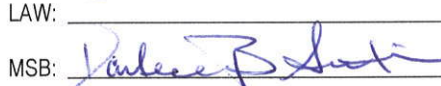
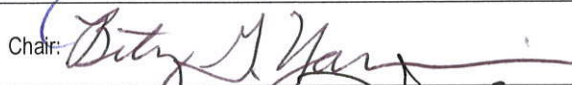


See attached Policy on Undergraduate Course Substitutions with accompanying request form.

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:  | 10/13/11 |
| | 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.