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SR-10-11-30 BAPC

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BUDGET AND ACADEMIC POLICY COMMITTEE RECOMMENDATION

SR-10-11-30 BAPC

Recommends that the 2010-11 Marshall University General Undergraduate Catalog, pages 81-82, in the section titled, "Course Substitution" be revised with new language being indicated in **bold** font and deleted language as ~~strikethrough~~.

Course Substitution

Students with Learning Disabilities may apply for course substitutions or waivers in foreign languages and mathematics under the following policy:

Conditions:

A student seeking a course substitution or waiver of mathematics (MTH) or foreign language requirements based on a Learning Disability must meet the following conditions:

- Completion of the Course Substitution/Waiver Form. This form requires that the student attach a recent (within five years) diagnosis of a Learning Disability that specifically prohibits the student from completing the course or courses. (The form is available in the Disabled Student Services office, the H.E.L.P. office, the Buck Harless Student Athlete Program office, college deans' offices, and the office of the Dean of Student Affairs.)
- Verification in writing from the dean of the student's college, upon recommendation by the faculty of the department in which the student is a major, that the course is not an integral part of the student's course of study. If this verification is denied, then the substitution or waiver request shall not go forward.
- Submission of the Course Substitution/Waiver Form to the Course Substitution Committee c/o the Office of Academic Affairs.

Procedures

The Course Substitution Committee will consist of three individuals involved in the validation of Learning Disabilities on Marshall's campus (one each from the H.E.L.P. Program, Disabled Student Services, and Psychology Clinic faculty), two faculty (one from the Faculty Senate), and one dean (selected by the Provost and Senior Vice President for Academic Affairs).

The Committee, chaired by the dean, will meet up to three times a semester to consider requests that meet the stated conditions. In its deliberations, the Committee will consider the information in the Course Substitution /Waiver Form and accompanying documentation and render a decision in writing to the student and the dean of his/her college within ten working days.

If a course substitution is approved, the student will meet with the chair of the department in which the course is housed to obtain a list of appropriate substitute courses.

A student who is denied a course substitution or waiver by the Course Substitution Committee may appeal in writing within 10 working days to the ~~Budget and Academic Policy Committee. The BAPC Hearing Panel will conduct a hearing using procedures consistent with those for other academic appeals. A student may appeal the decision of the Hearing Panel to the Provost/Senior Vice President for Academic Affairs whose decision is final.~~ **The decision of the Provost/Senior Vice President for Academic Affairs is final.**

Students should be aware that a course substitution/waiver would not be valid at any other institution and would have to be approved by the new college or department if the student changes major

or declares a second major. *Approved by Faculty Senate, January 24, 2003; amended by Faculty Senate, (date to be inserted).*

RATIONALE:

The Course Substitution Committee membership is designed to have professional members who are competent in the relevant issues, whereas, the Academic Appeals Board may not have members competent in such issues. The Academic Appeals Board is an unneeded additional step for the student.

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE: Tom Brammer DATE: 4/20/11

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: [Signature] DATE: 5/6/11

DISAPPROVED: _____ DATE: _____

COMMENTS: _____

