

1-24-2003

SR-02-03-(28) 58 BAPC

Marshall University

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**BUDGET & ACADEMIC POLICY COMMITTEE
RECOMMENDATION**

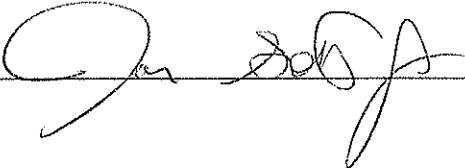
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Recommends that the University adopt the attached "Course Substitution Policy for Students with Learning Disabilities."

RATIONALE:

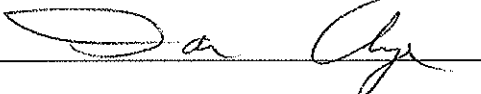
The adoption of this policy, and its inclusion in the forthcoming university catalog, is needed to assure Marshall University is in compliance with the American with Disabilities Act. The policy is an effort to get Marshall University to comply with making reasonable accommodations to meet student's needs.

FACULTY SENATE PRESIDENT:

APPROVED BY SENATE:  DATE: 1-24-03

DISAPPROVED BY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED:  DATE: 1-31-03

DISAPPROVED: _____ DATE: _____

COMMENTS: _____

DRAFT

COURSE SUBSTITUTION POLICY FOR STUDENTS WITH LEARNING DISABILITIES FOR UNDERGRADUATE REQUIREMENTS IN MATH AND FOREIGN LANGUAGE

Conditions:

A student seeking a course substitution or waiver of mathematics (MTH or MAT) 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.
- Verification in writing from the Dean of the 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 HELP Program, Disabled Student Services, and Psychology Clinic faculty), three faculty (one each from the Faculty Senate, the Graduate Council and the CTC Faculty Council), and one dean (selected by the Provost/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.

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 BAPC, November 15, 2002.