Academic Requirement Modifications Policy and Procedure

A request for modification of academic requirements is an interactive process involving the student, the Coordinator of DSS, faculty, staff and administration to outline accommodations and define modifications, if any, to academic programs of the University. Such modifications should not result in the fundamental alteration of a course, the curriculum, degree requirements, or program objectives. Modifications to academic courses and/or requirements are approved only where it is demonstrated that the accommodations will not alter the program objectives or affect academic integrity.

Note: Modifications to academic requirements are not retroactive. This accommodation will take effect once approved by the University and will not effect previous coursework.

Student Responsibilities

1. Register with DSS by following the appropriate procedures.

2. Submit a written request for the academic modification, explaining difficulties in the relevant area(s) and reasons for requesting the modification(s).

3. Provide DSS with appropriate documentation validating the request for a modification to an academic requirement.

4. Submit information illustrating the outcome of previous efforts in the relevant area (e.g., high school or college transcripts).

University Responsibilities

1. Verify that a student who requests a modification to an academic requirement is registered with DSS and eligible to receive this accommodation.

2. If the student is eligible for this accommodation, DSS will prepare a recommendation on the request and inform the Associate Vice President of Academic Affairs: Curriculum and Student Issues of the recommendation.

3. The Associate Vice President for Academic Affairs: Curriculum and Student Issues will consult with appropriate faculty and/or staff and DSS. These individuals might include the chair of the department in which the modification is
being sought, and if the student is majoring in a different program or department, the chair of that department or his/her designee.

4. The Associate Vice President for Academic Affairs: Curriculum and Student Issues will make the final decision on the request. Possible responses to such requests include:

   a. Approving a specific modification to an academic requirement. (A stipulation may be made that the request must be reconsidered if the student later selects a major or program for which the original requirement is an essential element.)

   b. Requesting additional information before making a decision, and

   c. Denying the request on one of the following grounds:

      i. The student has not provided adequate documentation which supports the request; or
      ii. The course under consideration is deemed to be essential to the program of study.

5. If a modification to an academic requirement is approved, the Associate Vice President for Academic Affairs: Curriculum and Student Issues will notify the student, the academic department involved, the Office of the Registrar, and the student’s adviser.