

# College of the Sequoias

## Mathematics Substitution/Waiver Policy and Procedure for Students with Disabilities

### Substitution/Waiver for general education math competency requirements:

It is the policy of College of the Sequoias to provide an equal educational opportunity for students with disabilities or qualifying conditions in accordance with state and federal laws and regulations, including Section 504 of the National Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Title 5 of the California Code of Regulations. Modifications may include substitution of specific courses required for the completion of degree requirements unless doing so would fundamentally alter the nature of the service, program, or activity.

It is the intent of the College that students with disabilities or qualifying conditions shall be admitted to courses and programs on an equal basis with all other students. To ensure equality of access for students with disabilities, academic accommodations and auxiliary aids shall be provided to the extent necessary to comply with all regulations. For each student, academic accommodations and auxiliary aids shall specifically address those functional limitations of the disability or qualifying conditions which adversely affect equal educational opportunities. When the severity of the disability or qualifying condition of an otherwise qualified student precludes successful completion of a General Education Math Competency required for graduation from College of the Sequoias, despite an earnest effort on the part of the student to complete the requirement, the student may complete an alternate course from the approved list and waiver of the Math Competency shall be considered.

### **Request:**

To begin the process of requesting a Math Substitution/Waiver, the student will meet with the Access & Ability Center (AAC) Director or Counselor to discuss the eligibility criteria and to review the documentation requirements.

The student's request will be evaluated by a committee consisting of relevant personnel, depending on the student's major and other circumstances, which will include:

1. Access & Ability Center Director or Counselor
2. Dean of Student Services
3. VP of Instruction (or designee)
4. Math Division Chair (non-voting member)

The committee will evaluate the request and decide based on the following criteria:

1. Documentation of disability or qualifying condition:
  - a. Educational limitations due to disability or qualifying conditions in math (on file in AAC).
  - b. The student's approved AAC accommodations (referred as eligibilities)
2. Student is completing a not for transfer degree and completing the local COS General Education Pattern
3. The student having made a *good faith effort* to meet the Math Competency requirement:

- a. An attempt to meet the requirement may include, but is not limited to, at least one attempt to complete the required course or its prerequisite, using accommodations that have been approved for the student, including support services outside of AAC, tutoring, Math Lab etc., unless documentation definitively predicts whether he/she would not be successful in the course of study.
4. Evidence that the student is otherwise qualified:
  - a. Students' success in completing other coursework with a cumulative GPA of 2.0 or better (excluding the course or prerequisites for the course in question).
5. Evidence that the math course in question is not essential to the student's course of study, major, transfer goals, or employment goals.
6. Substituted course is from the list of approved courses which addresses the essential skills of Math Competency
  - a. Approved courses are included in the attached addendum.

### **Forms/Documentation:**

The student will submit the following to their AAC Counselor or Director:

1. Math Substitution/Waiver Student Request Form (obtained from AAC)
2. Verification of disability or qualifying condition (on file in AAC)
3. Any additional supporting documentation, including past records (high school or other colleges) showing efforts and failures in the discipline.

AAC will verify that the following are complete and accurate:

1. Evidence of the student's disability or qualifying condition and the educational limitations that relate to the student's request for Math Substitution/Waiver.
2. Documentation of the student's academic record, requirements for graduation, evidence that the course being petitioned is not essential to the student's major or transfer goals.
3. Selected alternate course is on the approved math substitution list
4. Math Sub/Waiver Committee Recommendation Form (obtained from AAC)

### **Timeline:**

The timeline: Math Substitution/Waiver requests will be considered only during the Fall and Spring semesters. If a request is received in the summer semester, it will be considered at the beginning of the Fall semester.

Within 30 working days of the student's submission of the above documentation, the committee will review all evidence based on the criteria outlined.

The decision: If the committee approves the Math Substitution/Waiver, the necessary documents will be forwarded to the Director of Admissions and Records to be processed. The AAC faculty member will notify the student on the committee's decision on the Math Substitution/Waiver request. If the

request is denied, student will be provided a recommendation (i.e. repeating the course with additional support or accommodations or request additional documentation).

Appeal: If the student is dissatisfied with the committee's decision, they may file an appeal through the standard Student Grievance Process (**See AP 5530**).

Limitation: If the Math Substitution/Waiver is granted, it is applicable for the student's currently declared major at College of the Sequoias and may not be recognized within another major at COS or by a transfer of university/college.

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### **Contact Information:**

Access & Ability Center  
Lodgepole (LRC 1<sup>st</sup> floor)  
Office: (559) 730-3805  
Video Phone: (559) 302-9976

Dean of Students Services/Admissions & Records  
Sequoia Room 107  
(559) 730-5441

ADA/Section 504 Officer  
N. Sequoia Room 5  
(559) 730-3830

# Addendum

## Approved Math Substitutions

AJ 025	Constitutional Law
ASTR 010	Introduction to Astronomy
BUS 018	Business Law
COMP 006	Programming Fundamentals
CHEM 020	Introduction to General Chemistry
GEOL 001	Physical Geology
GEOL 012	Environmental Geology
GEOG 005	Introduction to Weather and Climate
NSCI 131	Chemistry & Physics for Educators
PHIL 020	Introductory Logic
PHIL 025	Critical Thinking
PSCI 020	Physical Science
ACCT 001	Financial Accounting
AG 004	Soil Science
AGMT 001	Agriculture Economics
ECON C2001 (FORMERLY ECON 040)	Microeconomics
ECON C2002 (FORMERLY ECON 050)	Macroeconomics