

## College of the Sequoias

### Procedure for Requesting an Academic Adjustment of a Graduation Requirement for Students with Disabilities (Math Substitution/Waiver Policy)

#### **SUBSTITUTION/WAIVER FOR GENERAL EDUCATION MATH COMPETENCY REQUIREMENT:**

It is the policy of College of the Sequoias to provide an equal educational opportunity for students with disabilities 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 requirement 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 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 which adversely affect equal educational opportunities. When the severity of the disability 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 in the General Education Area 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, Counselor or Learning Disabilities Specialist to discuss the issues pertinent to the request 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:

- Access & Ability Center Director, Counselor and/or Learning Disabilities Specialist
- Dean of Student Services
- VP of Instruction (or designee)
- Math Division Chair

The committee will evaluate the request based on the following criteria, and make a determination regarding the student's request:

1. Documentation of disability:
  - a. Educational limitations due to disability in the academic area under discussion (on file in AAC).
  - b. The student's Authorized Accommodations List

2. 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.
3. Evidence that the student is otherwise qualified:
  - a. Student's success in completing other coursework with a cumulative GPA of 2.0 or better (excluding the course or prerequisites for the course in question).
4. Evidence that the course in question is not essential to the student's course of study, major, transfer goals or employment goals.
5. Identification of an alternate course in the COS General Education Specific Area which addresses the essential skills of Math Competency even though the standard Math Competency requirements may not be fulfilled.
  - a. Approved courses are included in the attached addendum.

### **Forms/Documentation:**

The student will submit the following to his/her AAC Counselor or Learning Disabilities Specialist or Director:

1. Math Substitution/Waiver Request Form (obtained from AAC)
2. Verification of disability (on file in AAC)
3. Students are also invited to submit 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 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 course of study, major, transfer goals, or employment goals.
3. Identification of an alternate course in the General Education Area to be considered (on a case by case basis) sufficient to waive the General Education Math Competency.
4. Math Substitution/Waiver Summary Sign-Off Form (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 recommends the Math Substitution/Waiver based on the student's proposed alternate course in the General Education Area (or an alternate course or set of courses from the one(s) identified by the student), the necessary documents will be forwarded to the Director of Admissions and Records for implementation. The AAC faculty member will notify the student whether the committee recommends the Math Substitution/Waiver, an interim action (i.e. repeating the course with additional support or accommodations), or requests additional documentation.

Appeal: If the student is dissatisfied with the committee's decision, he/she may file an appeal through the standard Student Grievance Process (**See Catalog under Student Rights and Responsibilities AP 5503**).

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 college.

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### **Contact Information:**

Access & Ability Center  
N. Sequoia Room 10  
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 253	Introduction to Chemistry
CHEM 020	Introduction to General Chemistry
GEOL 001	Physical Geology
GEOL 012	Environmental Geology
MET 001	Elementary Meteorology
NSCI 131	Chemistry & Physics for Educators
PHIL 020	Introductory Logic
PHIL 025	Critical Thinking
PSCI 020	Physical Science

# Math Substitution/Waiver Student Request Form

College of the Sequoias  
Access & Ability Center (AAC)  
915 S. Mooney Blvd.  
Visalia, CA 93277

<hr/>		Semester/Date
<hr/>		@
Name (Last, first, middle initial)	<hr/>	Banner ID
<hr/>		
Street address, City, ST, ZIP Code		
<hr/>		
Primary phone number   Other phone number		Email address
<hr/>		
Student Signature	<hr/>	Date

**This form must be completed, signed and submitted to the Access & Ability Center. Including all high school (if pertinent) and post-secondary transcripts.**

- **Documentation of the disability**
- **A letter (written by the student requesting the accommodation) addressing the following:**
  1. **Evidence that student is otherwise qualified**
  2. **Statement of education and career goals**
    - ***Note if the substituted course is required for transfer, and the student plans to transfer, the student is responsible for contacting the transferring institution regarding the acceptability of the substitution. COS students will be informed in writing that a substitution has been granted by COS and may not be recognized by a subsequent education institution.***

Required course for which substitution is requested \_\_\_\_\_

Why are you seeking a substitution for this course? (Please add additional pages if needed)

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# Math Substitution/Waiver Form

\_\_\_\_\_  
AAC Faculty

\_\_\_\_\_  
Date:

Approved \_\_\_ Denied \_\_\_

If course denied, state reason:

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\_\_\_\_\_  
AAC Director

\_\_\_\_\_  
Date:

Approved \_\_\_ Denied \_\_\_

If course denied, state reason:

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\_\_\_\_\_  
Dean Student Services

\_\_\_\_\_  
Date:

Approved \_\_\_ Denied \_\_\_

If course denied, state reason:

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\_\_\_\_\_  
VP Academic Services (or Designee)

\_\_\_\_\_  
Date:

Approved \_\_\_ Denied \_\_\_

If course denied, state reason:

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Approved course for substitution: \_\_\_\_\_

**Appeal:** If the student is dissatisfied with the committee's decision, he/she may file an appeal through the standard Student Grievance Process (**See Catalog under Student Rights and Responsibilities AP 5503**).