WESTERN CONNECTICUT STATE UNIVERSITY

AccessAbility Services
Academic Adjustment Request Guideline and Procedure:
Mathematics/Computer Science Substitution

General Guideline:

Western Connecticut State University (WCSU) considers the learning of mathematics and/or computer science to be an integral component of a comprehensive liberal arts education. WCSU enacts specific education requirements to provide students with an increased depth of knowledge in a chosen field, effective intellectual, interpersonal and mathematical skills, and the ability to learn and continue to learn.

AccessAbility Services (AAS) provides classroom accommodations to students with documented disabilities and provides a wide range of academic support services. Students are encouraged to meet with the Director of AccessAbility Services early in their educational career to determine reasonable and appropriate accommodations for their course of study.

WCSU recognizes, in limited cases, that the mathematics/computer science requirement may pose a barrier towards degree completion for students with <u>significant</u> disabilities. In some cases a mathematics/computer science substitution will only be considered after a student has demonstrated that he or she is unable to complete the requirement of the University. In such cases, the student with a significant disability will be required to provide documentation and educational history that provides compelling evidence that an academic adjustment is reasonable.

Mathematics/computer science substitutions requests will be reviewed through an interactive, case-by-case basis by the Office of AccessAbility Services and will not compromise the academic integrity of the requirements for a specific major or degree. Mathematics/computer science substitutions may include an exception to an academic rule, such as allowing the student to complete a required course(s) on a pass/fail basis or substituting an alternative course(s) in lieu of a required course.

The following conditions may apply:
- If a mathematics/computer science course is deemed as an "essential element" of a program or course of study, a substitution is *not* permitted. The "essential element" criteria will be determined by the Dean or department chair of the program in collaboration with the AccessAbility Services Director.
- Mathematics/computer science substitutions do not reduce the number of courses or credits normally required to complete a degree.

All decisions involving academic adjustments or "essential elements" will be determined by AccessAbility Services in collaboration with the appropriate Dean or department chair of the program. In certain cases, it is possible that AccessAbility Services will collaborate with a representative from the Mathematics and/or Computer Science Departments, and/or a faculty representative with specific expertise depending upon the nature of the disability.

It is highly recommended that students apply for an academic adjustment as soon as possible. Failure to do so in a timely fashion may delay graduation.

Procedure:

Requests for a mathematics/computer science substitution are reviewed on an individual, case-by-case basis. Students must initiate the process for an academic adjustment through AccessAbility Services (AAS) as early as possible in their educational career.

The following procedures must be followed:

1. Consult your faculty advisor about academic requirements for graduation, including general education and major requirements. Make a copy of your Program Sheet to support an informed discussion with your advisor.

2. Register with AAS by completing an **Accommodation Intake Form**.

3. Provide appropriate comprehensive disability documentation to AAS. Documentation guidelines are available on the AAS website: http://www.wcsu.edu/accessability/documentationguidelines.asp. Typically, AccessAbility Services will need a current psychoeducational or neuropsychological evaluation which clearly indicates a disability that prohibits the learning of mathematics/computer science.

4. Schedule an appointment with the AAS Director by calling 203-837-8225 (203-837-3235 TTY) to discuss one's individual academic situation and to determine the need for additional required documentation.

5. Complete the **Request for an Academic Adjustment Form** and submit to AAS. Include the following with your request:
   o A personal statement outlining an explanation of the difficulties you have experienced in mathematics/computer science, including evidence that you have used accommodations for the course and that you have actively pursued academic support.
   o A list of the mathematics/computer science courses you have attempted to date and grades earned, along with number of enrollments attempted in high school and college.
   o A copy of your unofficial high school transcript(s) (copies of high school transcripts may be requested from the WCSU Registrar's Office).
   o A copy of your unofficial college transcript(s).

6. Submit completed request to AccessAbility Services located in Higgins Annex Room 017 on the Midtown Campus or mail to: 181 White Street, White Hall 005, Danbury, CT 06810. Requests can be completed electronically by scanning the request and all supporting documentation and emailing to morele@wcsu.edu.

7. AAS will send an email stating the decision of the academic adjustment request to your WCSU email account.
   • If a course substitution is approved, the student must schedule a time to meet with their Department Chair. The courses used to meet the substitution are determined by the student's Dean and/or Department Chair.

Submit to AccessAbility Services, Western Connecticut State University, White Hall 005
181 White Street, Danbury, CT 06810

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