

**UNIVERSITY OF BALTIMORE
Academic Policy Cover Sheet**

(See Process for Academic Policy Development, Revision or Discontinuance)

INITIATING GROUP / UNIT: LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input checked="" type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input type="checkbox"/> Also included Office of Disability Support Services
CONTACT NAME: Peggy Potthast; Marilyn Oblak PHONE: x5342; x5260
POLICY TITLE: General Education Course Substitution Policy and Process
APPLIES TO: LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input checked="" type="checkbox"/>
SPECIFIC PROGRAM (if applicable): All undergraduate programs/students
PROPOSED IMPLEMENTATION DATE / SEMESTER: fall 2009

Box 1: ACTION ITEM (check appropriate box)		DOCUMENTS REQUIRED (see box 2 below)	REVIEW / APPROVAL SEQUENCE (see box 3 below)
<input checked="" type="checkbox"/>	1. New Policy	AB – others as appropriate	ABCDE – varies
<input type="checkbox"/>	2. Policy Revision	AB – others as appropriate	ABCDE – varies
<input type="checkbox"/>	3. Discontinuance of Existing Policy	AB	ABCDE – varies

Box 2: DOCUMENTATION (check boxes of documents included) (may include documents in addition to required ones)			
<input checked="" type="checkbox"/>	A. AP Cover Sheet (this document)	<input type="checkbox"/>	D. Additional Forms (as may be needed to support procedures)
<input checked="" type="checkbox"/>	B. AP Proposal Summary	<input type="checkbox"/>	E. Samples of Similar Policies
<input type="checkbox"/>	C. Procedures (as appropriate)	<input type="checkbox"/>	F. Other (please list)

Box 3: REVIEW / APPROVAL SEQUENCE	SIGNATURES (as appropriate)	DATE
A. School / College Dean	<i>[Signature]</i>	3/27/09
B. Policy Coordinator	<i>[Signature]</i>	4/7/09
C. Academic Policy Review Committee Chair (UFS subcommittee–CRC)	N/A	
D. University Faculty Senate Chair (UFS option)	<i>[Signature]</i>	4/10/09
E. Provost and Senior Vice President for Academic Affairs	<i>[Signature]</i>	4/8/09
F. Attorney General's Office	Signature not required. If AG review is necessary, the date of approval may be received via e-mail and would be added by the Policy Coordinator.	N/A
G. 10-Day Open Comment Period		6/3-6/13/09
H. President		
I. USM / Board of Regents – approval	Signature not required. If USM review is necessary, the date of approval would be added by the Policy Coordinator.	

Academic Policy Proposal Summary

INITIATING GROUP / UNIT: LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input checked="" type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input type="checkbox"/> Also included Office of Disability Support Services and FSP	
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I. Statement of Purpose:

The policy is intended to provide suitable support (and maintain the academic integrity of the undergraduate degree) for students who may not be able to complete certain general education requirements because of a documented disability. Specific courses that may be used as substitutions are determined by faculty in appropriate disciplines. This list, although not part of policy, will be approved by departmental faculty and made available when applicable.

II. Policy (including authority for policy waiver, exclusions, or sanctions, if any) can be attached if too lengthy for this box.

Please see attached.

III. Reason(s) for Proposed Policy

In certain circumstances a student with a documented disability may request a substitution for a particular general education course; mathematics and languages seem to be the most common areas. Best practices have been determined for this situation (see IV. below). The proposed policy provides clarity regarding documentation of the disability, prior good faith efforts on the part of the student to pass the required course, the conditions and process for requesting a substitution, and the manner in which that request is reviewed and the decision communicated.

Academic Policy Proposal Summary (Page 2)

INITIATING GROUP / UNIT: LAW <input type="checkbox"/> MSB x <input checked="" type="checkbox"/> YGCLA x <input checked="" type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input type="checkbox"/> Also included Office of Disability Support Services and FSP	
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IV. Current Policy (if proposal is a revision or discontinuance), including date of adoption if available, can be attached if too lengthy for this box.

No current University of Baltimore policy exists although UB has utilized a similar process in the past for these exceptional cases. This policy is in accord with General Education Requirement Substitution Best Practices, Appendix H of the General Education Implementation Guiding Principles, established and approved by the Maryland Inter-segmental Chief Academic Officers in February 1997. Please see <http://mdcao.usmd.edu/app-ada.html>.

V. Other (who was consulted, definition of terms, etc.)

Besides the General Education Requirement Substitution Best Practices document, a variety of sister institutions were consulted about their practices. Associate Deans of the Merrick School of Business and the College of Liberal Arts, Director of First and Second Year Programs, Director of Disability Support Services, and Director of Academic Advising in CLA participated in this formulation. Undergraduate curriculum committees and other curriculum review bodies will be asked to approve the policy.

University of Baltimore

General Education Course Substitution Policy and Process

The University of Baltimore, in keeping with Section 504 of the Rehabilitation Act of 1973 as amended (P.L. 93-112.P.L.93-516) and the American with Disabilities Act of 1990, provides the following process for students with documented disabilities to seek a course substitution for a general education course. This process is in accord with the General Education Implementation Guiding Principles established and approved by the Maryland Intersegmental Chief Academic Officers in February 1997. General Education Requirement Substitution Best Practices is Appendix H of that document.

A general education course substitution will be considered on an individual basis. General education course substitution requests will not be considered if the course substitution does not maintain the integrity of the student's program of study. Appropriate substitution courses shall be determined by faculty in the relevant subject area.

The following is provided for the student as an outline of the steps required to request a course substitution for a general education requirement:

1. The student with the disability must be registered with the Disability Support Services (DSS) Office (AC 139) prior to the first attempt/registration of the course in question and must have provided accurate and recent documentation of the disability. This documentation must meet the criteria set forth by the DSS Office pertinent to the specific disability. (Guidelines can be found on the DSS website (www.ubalt.edu/disability)).
2. The student must provide documentation that he/she has made a good faith effort to pass the required course utilizing all needed support services/accommodations (as appropriate).
 - a. The student must have attempted and completed the course at least twice and receive a grade of D or F on each occasion.
 - b. The student must have accessed all reasonable and appropriate accommodations based on the specific disability.
 - c. The student must have accessed use of all appropriate services that would support their success in the course (tutoring, learning consultation, etc.).
3. The student must make a formal written request for the substitution to the Director of the Disability Support Services Office with a copy to the Dean of College of Liberal Arts.
 - a. The request must include documentation to support the criteria in number 2 above.
 - b. The request must include statements of support from the following:

- i. DSS staff member indicating that all reasonable and appropriate accommodations have been utilized
 - ii. Academic Resource Center tutor or another ARC staff member indicating that the student has made full use of their services
 - iii. Instructor of record for the failed attempts indicating that the student attended class regularly, participated earnestly, submitted all required work and attempted all quizzes and tests
4. Upon receipt of the request and all required documentation the Director of the Disability Support Services Office convenes the committee which will review the request and render a decision within 15 business days of receipt of all items. This committee will consist of the Director of Disability Support Services or designee, the Dean of the College of Liberal Arts or designee, a program director or designee from the student's academic program, and a faculty member from the content area/discipline of the course. The Director of the Disability Support Services Office will inform the student in writing of the decision.
5. There is one level of appeal to the Provost. An appeal must be made within 10 business days of receipt of the decision of the committee.