

## Core Mathematics Course Substitution Policy

Accessibility Services, 123 Row Hall, [counseling@westga.edu](mailto:counseling@westga.edu), (678) 839-6428,

<http://www.westga.edu/accessibility>

Approved by Faculty Senate November, 2015

All USG students are required to complete three hours of coursework that address learning outcomes in quantitative reasoning. A student is determined to be eligible for a Core Mathematics Course Substitution (CMCS), per USGBOR policy, based on a documented learning disability in math. Students must still complete this core requirement, but may petition for a substitution of the requirement. See the [USGBOR Academic and Student Affairs Handbook](#) for a full explanation of the policy.

To be eligible, it must be determined that:

- A student has a disability that impacts his/her math skills and that the disability precludes academic success despite the student's efforts and/or reasonable accommodations.
- A substitution of this requirement will not result in a fundamental alteration of the student's major/program of study.

### CMCS Accommodation Process:

- The requesting student will meet with an Accessibility Services counselor and provide the following documentation:
  - A formal written request for the CMCS accommodation
  - High school transcript(s) and college transcript(s) (if the student has taken math classes at other institution(s))
  - Documentation of a disability that substantially limits mathematics skills; documentation:
    - May be obtained by the student from a qualified professional OR the student can be referred by his/her accessibility counselor to the RCLD at Georgia State for an evaluation. Evaluations are at the student's expense.
    - Must meet guidelines for a learning disability as outlined on the Accessibility Services website.
- The student will be asked to complete a release of information form to allow the USG reviewing committee (comprised of the directors of the three RCLDs in Georgia) access to the above listed documentation. The documentation will be submitted to the RCLD at Georgia State by Accessibility Services for review by the USG reviewing committee.
  - The USG reviewing committee may request additional documentation to aid their determination.
  - Accessibility Services will communicate the decision to the student's UWG email within three business days of receiving the USG reviewing committee's decision.
- Every effort will be made to determine eligibility for the CMCS accommodation in time to allow for an informed decision concerning the following semester's registration. However, requests received after the semester begins may not have a final decision in time for early registration for the following semester.

- A UWG committee comprised of the director of the Counseling Center, the assistant director of Accessibility Services, the chair of the Mathematics Department (or the chair's designee), the student's academic advisor, a faculty representative from the student's major, and the chair of the Undergraduate Program Committee (or the chair's designee) will determine if the core mathematics requirement constitutes an essential component of the student's major/program of study. This committee will be contacted by the assistant director of Accessibility Services, or the AD's designee, and a meeting scheduled to discuss the student's request. All committee members must come to a consensus concerning this student's request. Every effort will be made to convene this committee within ten business days of receiving notification that the student's request has been approved by the USG reviewing committee.
  - If the student is found by the UWG committee to be pursuing a major/program of study for which mathematics is considered an essential component, the student will be notified via email by the assistant director of Accessibility Services, or the AD's designee, that he/she is not eligible for the CMCS for his/her current major/program of study.
  - If the student is found to be pursuing a major/program of study for which mathematics is NOT considered an essential component, the UWG committee will identify a substitute course(s) best suited to the student's major/program of study. The student will be notified via email by the assistant director of Accessibility Services, or the AD's designee, of the course (or courses from which the student is allowed to choose) that the UWG committee has selected.
- Students wishing to appeal the decision of the UWG committee and request that a major/program of study be further considered for the CMCS accommodation can do so by preparing a written request. The request should include:
  - The major/program of study the student wishes to have considered.
  - The reason(s) the student believes the major/program of study should be approved for the CMCS. Specifically, the appeal should explain how math does NOT represent a fundamental component of the major/program of study.
- Appeals should be submitted to the assistant director of Accessibility Services, or the AD's designee, who will submit this request to the dean of the college of the student's major for consideration. The decision by the dean will be communicated by the AD, or the AD's designee, to the student within ten business days of the appeal request. In the unlikely event the dean is unavailable and more time is needed, the AD, or the AD's designee, will communicate to the student when a final decision will be available.
- Once approved by the UWG committee, the student registers for the substitution course and must meet with the instructor to discuss the course requirements and why they are taking the course. Students should refer instructor questions to his/her accessibility counselor.
- **Upon satisfactory completion of the approved substitution course, the student must email his/her accessibility counselor with the following information: full name, 917#, name of course, course CRN#, and the semester completed.**
  - The accessibility counselor will email the Registrar's Office (registrar@westga.edu) with this information, who will then note appropriately in the student's Wolf Watch.
- If a student changes his/her major/program of study, he/she must submit a new request for CMCS to be reviewed by the institutional committee as outlined in this policy.