

## **GENERAL EDUCATION MATH FOUNDATION COURSE SUBSTITUTION BASED ON DISABILITY PROCEDURE**

Montgomery College is authorized to make decisions about the substitution of course credit to satisfy General Education requirements in an associate's degree awarded by the College. In this decision, Montgomery College is bound by Code of Maryland Academic Regulations (COMAR) and by General Education course substitution criteria and procedures approved by College faculty.

### **Overview**

Montgomery College (MC) requires one college-level math course to complete the General Education math foundation. This is an essential component of the General Education curriculum. Disability Support Services (DSS) does recognize, however, that qualified students with math-based learning disabilities may struggle to complete this requirement and find it a barrier to degree completion. In individual cases, with the support of DSS and in accordance with Montgomery College's General Education course substitution policy, a student may be able to substitute another course for the math foundation. While MC does not completely waive the requirement for the General Education math foundation, a student may be able to substitute another course in place of the math foundation.

MC provides students with disabilities reasonable accommodations and additional support resources to facilitate course completion. Students are encouraged to discuss this with their DSS counselors. However, when a documented learning disability impacting math significantly interferes with or prevents a student from meeting the math requirement, a course substitution for the math foundation may be an alternative.

The course substitution for math is not available for all programs of study. If the math course is deemed an essential component to the program of study, a course substitution is not a reasonable accommodation. For example, in Engineering programs, Math is considered essential and a math course substitution would not be granted.

### **Policy**

The following procedures and policies adhere to the Code of Maryland Academic Regulations (COMAR) and govern the course substitution policy at MC.

- Any course substitution must satisfy all criteria for General Education courses set forth in COMAR [13B 02.02.16.D](#) and be selected from the list of [General Education courses](#) in the Montgomery College catalog.
- Any course substitution will be identified on the student's transcript as satisfying a General Education requirement and will not be allowed to satisfy more than one General Education requirement.
- The course for which the student is requesting a substitution must not be an essential component of the student's program of study. Any course substitution must maintain the integrity of the student's program of study.
- Any course substitution will be determined on an individual, case-by-case basis through consultation with the student, the student's program or curriculum advisor, a DSS counselor, and a representative from the General Education Committee. In addition, if appropriate, the instructor(s), tutor(s) and department chair of relevant courses may be included.

- Any course substitution will not reduce the number of credits needed to complete the student's program of study.
- Substitutions approved to meet General Education requirements will not be extended automatically to the degree or certificate requirements of the student's curriculum.
- The student must provide a DSS counselor recent documentation of the disability by a qualified specialist, including the impact of the disability on the course work or subject area in question (math).
- A DSS counselor must provide written support of the student's substitution request.
- The student can provide documentation that a good faith effort has been made to complete the requirements using all reasonable support services/accommodations and supporting documentation from tutors, instructors, and support services personnel or other relevant sources when appropriate.

### **Approved Courses**

Some courses considered as possible substitutions for the math foundation by the General Education Committee include:

ANTH 215: Human Evolution and Archaeology  
AOSC 100: Weather and Climate  
ASTR 101: Introductory Astronomy  
BIOL 105: Environmental Biology  
CHEM 109: Chemistry and Society  
ECON 105: Basic Economics  
ECON 201: Principles of Economics I  
GEOG 124: Physical Geography  
NUTR 101: Introduction to Nutrition  
PHIL 101: Introduction to Philosophy  
PHIL 190: Elementary Logic and Semantics  
PHOT 161: Introduction to Digital Photography  
PSYC 102: General Psychology

This list is not exhaustive. The course the student wishes to use to substitute math must be on the general education list, approved by the curriculum advisor, and maintain the integrity of the student's program of study.

### **Procedure**

The procedure to request this accommodation is as follows:

1. The student must be registered with DSS and have a discussion with a DSS counselor. The student must have appropriate documentation of a math-based learning disability; this is typically in the form of a psychoeducational or neuropsychological assessment that includes test administration data, speaks to the student's math performance and aptitude, provides a diagnosis by a qualified professional, and identifies recommended academic accommodations that may facilitate access to math. This testing is confidential and remains in the office of DSS. It is not included in the appeal. If a student has never had testing completed and suspects a learning disability in math, they are encouraged to ask DSS for referrals to local professionals who do appropriate testing.

2. Complete the General Education Math Foundation Course Substitution forms.
3. Meet with the program or curriculum advisor to discuss an appropriate course substitution and obtain departmental approval for the substitution. The major advisor will complete a section of the Course Substitution request form and sign the document in support of the course as a substitution for the math foundation.
4. The student must include a written statement. This statement will include:
  - The student's experience with math and learning math in relation to their disability.
  - The number of attempts the student has completed to meet the math foundation at the college level.
  - The support services and accommodations used in previous attempts (if applicable).
  - The course or class they wish to use as a substitution and why this is an appropriate substitution for math.
5. The student will submit the completed packet to their DSS counselor. The Substitution Request packet will be reviewed by the DSS team and the student will be notified of a decision by letter within two to three weeks of the request by a DSS representative. A copy of the decision letter will also be sent to the General Education Committee and the graduation coordinator.

**GENERAL EDUCATION MATH FOUNDATION COURSE  
SUBSTITUTION BASED ON DISABILITY REQUEST**

<b>Name:</b>	<b>M#:</b>
<b>Street Address:</b>	
<b>City, State, Zip Code:</b>	
<b>Email:</b>	<b>@montgomerycollege.edu</b>
<b>Phone:</b>	

I request a substitution of (*name of course*):

\_\_\_\_\_

For the math foundation in (*program name and number*): \_\_\_\_\_

\_\_\_\_\_

In the catalog edition year: \_\_\_\_\_

I have attached all supporting documentation:

- Completed Math Foundation Course Substitution form
- Personal statement
- Graduation audit and/or completed program of study worksheet
  
- I have discussed with a counselor that this substitution is honored at Montgomery College.
- I will discuss with the DSS counselor and/or program advisor how this math course substitution affects my major at my transfer institution.

Student Signature:

Date:

<b>(For office use only)</b>	
<b>Date Received</b> _____	<b>Date Approved</b> _____

**FACULTY AND COUNSELOR RECOMMENDATIONS**

Review the student’s appeal statement and any other statements supporting a good faith effort and complete the information below. Note that comments are required and your signature alone will not be sufficient.

**Disability Support Services Counselor:**

Recommendation: Address whether the student has provided adequate documentation of the disability, what the effect of the disability is on the course work or subject area in question and whether this documentation supports a good faith effort or supports a clearly defined disability that would preclude the student from taking the course with reasonable accommodations.

- I support this request
- I do not support this request

Is additional information needed from teaching faculty or department chairs to determine good faith effort?

- Yes
- No

Signature:

Date:

**Program/Curriculum Advisor:**

Discipline:

Recommendation: Address whether the course for which the student is requesting substitution is or is not an essential component of the student’s program of study and whether the course that the student proposes will maintain the integrity of the program of study. State the course to be used and the reasons it will satisfy the degree requirements of this particular student and program.

- I support this request
- I do not support this request

Signature:

Date: