

MONTGOMERY COLLEGE
General Education Committee

INFORMATION FOR REQUESTING A GENERAL EDUCATION COURSE SUBSTITUTION
BASED ON THE PRESENCE OF A DISABILITY

When a student believes that the application of General Education Requirements is unwarranted due to the presence of a disability and can meet the requirements set forth by the policies and procedures listed below, he/she may submit a request to the General Education Committee for approval of a course substitution. The student will be referred to a Disability Support Services (DSS) counselor on the campus from which he/she wishes to graduate who will explain the process. The student is responsible for gathering and presenting all relevant facts and documentation to support the request. Requests are submitted to the Admissions and Records Office for forwarding to the General Education Committee. **INCOMPLETE REQUEST FORMS WILL NOT BE ACCEPTED BY THE COMMITTEE AND WILL BE RETURNED TO THE STUDENT.**

Policies and procedures governing requests from students with disabilities for a course substitution of the MD Higher Education Commission General Education Requirement, as approved by the Maryland Intersegmental Chief Academic Officers on 10/31/96 and implemented by Montgomery College, include the following:

- Any course substitution must satisfy all criteria for General Education courses set forth in the Maryland Higher Education Commission regulations (Md. Regs. Code Title 13B, (02.02.16 (D)) and be selected from the list of General Education Program Courses in the course 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 instructor(s) of the course for which the student requests substitution and any tutors used, the department chair or coordinator of the course for which the student requests substitution, the student's program or curriculum advisor and a DSS counselor.
- Any course substitution will not reduce the number of credits needed to complete the student's program of study.
- Substitutions approved for purposes of General Education will not be extended automatically to the degree or certificate requirements of the student's curriculum.
- The student must provide to a DSS counselor recent documentation of the disability by a qualified specialist, including the effect of the disability on the course work or subject area in question.
- A DSS counselor must provide written support of the student's substitution request.

- The student must provide:
 - a.) documentation that he/she has made a good faith effort to pass the course or area requirements using all reasonable support services/accommodations, and;
 - b.) supporting documentation from tutors, instructors, and support services personnel or other relevant sources.

DIRECTIONS TO THE STUDENT

Please read the following directions before submitting the request form.

1. Discuss your request with a Disability Support Services counselor on the campus from which you wish to graduate. The counselor will explain the request process and help you determine:
 - a) whether you appear to be eligible for a course substitution, and
 - b) what documentation will be necessary to support your eligibility.
2. Write a statement explaining the reasons for your request. Be thorough and specific. Include:
 - a) the reasons that you meet the requirements for a General Education course substitution based on the presence of a disability,
 - b) the course for which you request substitution,
 - c) the course you wish to use as a substitute, and
 - d) why it is an appropriate substitution.
3. Contact the instructor(s) who taught the course(s) you attempted and the department chairperson of the course for which you request substitution for comments, recommendation, and approval signature. Comments should include documentation and evaluation of good faith effort to pass the class(es).
4. Meet with your program or curriculum advisor to discuss an appropriate course substitution and obtain departmental approval for the substitution.
5. Gather all supporting documents. Documentation of the disability from a qualified specialist must be submitted to the DSS counselor and will remain confidential (it is NOT forwarded to the General Education Committee). Additional documents must include: a course substitution form; statements from tutors, instructors, and support services personnel or other relevant sources; and documentation that you have made a good faith effort to pass the course with all reasonable support services/accommodations. Attach the documents to the request.
6. Discuss the completed request form with a DSS counselor and get the counselor's approval signature on the form.
7. Submit the completed request form to the Admissions and Records Office for forwarding to the General Education Committee.
8. The General Education Committee will make its decision based on the documentation provided in your Request for Substitution and whether you have met the requirements governing such requests.

9. You will be informed of the decision of the General Education Committee within 30 faculty working days during the fall and spring semesters or as soon as practicable thereafter by a letter from the General Education Committee. Requests submitted during June, July and August will be considered at the first General Education Committee meeting of the fall semester.

PLEASE NOTE: A student who is denied a General Education course substitution request that is based on the presence of a disability may appeal the decision within 10 working days to the Vice President for Academic and Student Affairs. A copy of the appeal must also go to the Director of Affirmative Action. The Vice President will review appeals for due process and render a final disposition on behalf of the College within 20 working days after receipt of the appeal or as soon as practicable thereafter.

Date Received _____
Meeting Date _____

Approved _____
Denied _____
Reason _____

MONTGOMERY COLLEGE
General Education Committee

**GENERAL EDUCATION COURSE SUBSTITUTION REQUEST
BASED ON THE PRESENCE OF A DISABILITY**

READ THE ATTACHED INFORMATION SHEET BEFORE COMPLETING THIS REQUEST FORM.

NAME _____ Student ID #: M _____
(Last) (First) (M.I.)

ADDRESS _____

TELEPHONE (H) _____ (W) _____

I am requesting a course substitution to meet the MD Higher Education Commission General Education Requirement and/or a Montgomery College General Education requirement using the policies and procedures governing requests from students with disabilities for the substitutions, as approved by the Maryland Intersegmental Chief Academic Officers on 10/31/96 and implemented by Montgomery College.

I wish to substitute _____ for _____ in the
(name of course) (name of course)
graduation requirements for _____ and _____.
(curriculum) (catalog edition - sem./yr.)

I have discussed with a counselor how the proposed substitution may affect my further study at Montgomery College or at any possible transfer institutions.

_____ I will attend the meeting

STUDENT STATEMENT:

Please state clearly your reasons for making this request. Be thorough and specific; include the reasons that you meet the requirements for a General Education course substitution, the course for which you are requesting the substitution, the course you wish to use as a substitute, and the reasons that it is an appropriate substitution for your program of study. Be sure to attach all supporting documents.

(attach your statement to this form)

Student's Signature _____ Date _____

FACULTY AND COUNSELOR RECOMMENDATIONS

DIRECTIONS TO FACULTY:

Students are required to get a recommendation from the instructor(s) and tutors (if used) for the course for which they are seeking substitution, the department chair or coordinator of the course for which they are seeking substitution, their program or curriculum advisor and a Disability Support Services counselor on the campus from which they wish to graduate. If the instructor of record is not available, students must get a recommendation from the current department chair. It may be beneficial for faculty to consult with each other to share information and achieve consensus before the request goes to the General Education Committee. Instructional faculty involved with the request are invited to attend the Committee meeting; a representative from Disability Support Services and a representative from the Affirmative Action Office will attend as informational resources.

Review the student's appeal statement and any other statements supporting a good faith effort.

Please write your recommendation, circle "DO" or "DO NOT" (support this request) and sign your name. *Your signature alone will not be sufficient.*

RECOMMENDATION(S):

1. Instructor _____ Discipline _____

RECOMMENDATION:

(Include documentation of good faith effort to pass the course for which the student is requesting substitution, such as attendance, grades, use of support services/accommodations and attitude/effort in class. Additional statements from other instructors and tutors may be attached.)

I **DO/DO NOT** support this request. (circle one)

INSTRUCTOR SIGNATURE _____ DATE _____

2. Department Chair or Coordinator of the Course Attempted _____

Discipline _____

RECOMMENDATION:

(Include documentation of good faith effort to pass the course for which the student is seeking a substitution, such as attendance, grades, use of support services/accommodations, and attitude/effort in class. State the course to be used as a substitute, and the reasons it will to the greatest extent possible uphold the integrity of the purpose of the General Education requirement and the student's program of study.)

I **DO/DO NOT** support this request. (circle one)

DEPARTMENT CHAIR OR COORDINATOR SIGNATURE _____ DATE _____

3. Student's Program or Curriculum Advisor _____
Discipline _____

RECOMMENDATION:

(Address whether the course for which the student is requesting substitution is an essential component of the student's program of study and whether the course that the student proposes to use as a substitute will maintain the integrity of the student's program of study. State the course to be used as a substitute, and the reasons it will satisfy the degree requirements of this particular student.)

I **DO/DO NOT** support this request. (circle one)

PROGRAM OR CURRICULUM ADVISOR SIGNATURE _____ DATE _____

4. 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 you support the request for a course substitution.)

I **DO/DO NOT** support this request. (circle one)

DSS COUNSELOR SIGNATURE _____ DATE _____

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