

MATH FOUNDATION COURSE SUBSTITUTION PROCEDURE BASED ON DISABILITY

Overview

Montgomery College (MC) requires one college-level math course to complete the Math Foundation in the General Education Program. 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 MC's course substitution policy, a student may be able to substitute another course for the Math Foundation. A complete waiver of the Mathematics Foundation in the General Education Program is not granted by MC, rather a course substitution can be pursued.

This 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.

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 can be pursued.

Policy

The following procedures and policies are in line with Maryland Higher Education Commission General Education Requirements and govern the course substitution policy at MC.

- 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 student's program or curriculum advisor, a DSS counselor, and if appropriate, the instructor(s), tutor(s) and department chair of relevant courses.

- 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 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 he/she has made a good faith effort 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

The courses the General Education Appeals Committee will consider as possible substitution for the math foundation course* 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

* Please note the above 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 (it is NOT forwarded to the General Education committee). If a student has never had testing completed, and suspects that they may have a learning disability in math, they are encouraged to ask DSS for referrals to local professionals who do appropriate testing.
2. Complete the 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 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:
 - a. The student's experience with math and learning math in relation to their disability.
 - b. The number of attempts the student has completed to meet the Math Foundation at the college level.
 - c. The support services and accommodations used in previous attempts (if applicable).
 - d. 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. All relevant information will be reviewed by the DSS office and forwarded to the General Education Appeals committee members for a signature. The student will be notified of a decision within two weeks of the request.



GENERAL EDUCATION COMMITTEE &
DISABILITY SUPPORT SERVICES
Math Foundation Course Substitution Request Based on Disability

Name Student M#

Address

Phone Email

I request a substitution of (name of course):

for the Math Foundation in (curriculum name and number):

in the catalog edition year:

I have attached all supporting documentation:

- Completed Math Foundation Course Substitution Request Form
Personal Statement
Graduation Audit and/or completed Program of Study (POS) worksheet

I have discussed, with a counselor, that this substitution is honored at Montgomery College. I will need to discuss how this math course substitution affects my major at my transfer institution.

Student Signature Date

(For office use only)
Date Received Date Approved

FACULTY AND COUNSELOR RECOMMENDATIONS

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.

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

Is additional information needed from Teaching Faculty or Department Chairs, to determine good faith effort? _____ Yes _____ No

DSS Counselor Signature _____ Date _____

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

Program/Curriculum
Advisor Signature _____ Date _____