



University Community (faculty, staff and students)

SUBJECT (R*)	EFFECTIVE DATE (R*)	PROCEDURE NUMBER (R*)
COURSE MODIFICATION REQUESTS THROUGH DISABILITY RESOURCE CENTER	December 2016	2509.001d

PROCEDURE STATEMENT (R*)

Some examples are rescheduling classes to an accessible location; early enrollment options for students with disabilities to allow time to arrange accommodations; substitution of specific courses required for completion of degree requirements; providing students with disabilities with a syllabus prior to the beginning of class; clearly communicating course requirements, assignments, due dates, grading criteria both orally and in written form; providing written outlines or summaries of class lectures, or integrating this information into comments at the beginning and end of class; and allowing students to use notetakers or tape record lectures. Modifications will always vary based on the individual student's needs. Modifications of policies and practices are not required when it would fundamentally alter the nature of the service, program, or activity.

Fees/Charges: There is no charge to students for course modification. However, the student must bear the cost of providing the documentation of his or her disability.

Permits/Identification Required: Students must first be registered with the Disability Resource Center (DRC) and provide documentation of a disability that clearly substantiates that the disability significantly affects his/her academic performance and justifies the request for course modifications.

Records Management: DRC maintains records of the students' requests for course modifications with the supporting documentation

REASON FOR PROCEDURE (O*)

The following procedure is designed to provide eligible students with disabilities who are unable to complete regular course requirements with minor modifications. In implementing this procedure, academic standards shall not be compromised, and accommodation of students with disabilities shall not mean that course content is diluted. Students with disabilities are encouraged to meet with an Access Consultant at the DRC to review necessary accommodations prior to or at the beginning of the semester. The instructor maintains the right to deny any request that can be shown to comprise, lower, or substantially change course content, or dilute academic standards or represent an undue burden.

RELATED INFORMATION (O*)

Under §504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Florida Education Equity Act, and the regulations interpreting these statutes, qualified students with disabilities are required to be given reasonable auxiliary aids and services.

A description of DRC services, which gives an abbreviated version of this procedure, is contained in the University catalogue and the student handbook.

DEFINITIONS (R*)

For purposes of this procedure, "course modifications" are changes in the manner in which students with disabilities meet course requirements.

HISTORY (R*)

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Student Affairs
Florida International University

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fiu.edu/>.

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Disability Resource Center
Florida International University
11200 S.W. Eighth Street, GC 190
Miami, Florida 33199
Telephone Number (305) 348-3532

For any questions or comments, the “Document Details” view for this procedure online provides complete contact information.

FORMS/ONLINE PROCESSES (O)

Links to the above referenced Form(s) available in the "Document Details" Section of the online version of this policy document.

***R = Required**

***O = Optional**