New York City College of Technology, CUNY

CURRICULUM MODIFICATION PROPOSAL FORM

This form is used for all curriculum modification proposals. See the [Proposal Classification Chart](http://openlab.citytech.cuny.edu/collegecouncil/files/2014/08/2013-10-09-Proposal_Classification_Chart.pdf) for information about what types of modifications are major or minor. Completed proposals should be emailed to the Curriculum Committee chair.

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| **Title of Proposal** | NYCCT Math Disability Waiver – Substitution Policy and Procedures |
| **Date** | October 7, 2018 |
| **Major or Minor** | Minor |
| **Proposer’s Name** | Committee on Students (COS)  Justine Pawlukewicz  Ruth Garcia |
| **Department** | Office of the Provost |
| **Date of Departmental Meeting in which proposal was approved** |  |
| **Department Chair Name** | Chair of COS: Jeannette Espinoza |
| **Department Chair Signature and Date** |  |
| **Academic Dean Name** | Provost Bonne August |
| **Academic Dean Signature and Date** |  |
| **Brief Description of Proposal**  (Describe the modifications contained within this proposal in a succinct summary. More detailed content will be provided in the proposal body. | Students who are unable to fulfill the college readiness requirements in math, due to a disability and despite accommodations, can request an academic adjustment as per The Americans with Disabilities Act Amendments of 2008, Section 504 an amendment of the Rehabilitation Act and the American with Disabilities Act of 1990. A prior math waiver, indicated on the student’s record, will be honored. |
| **Brief Rationale for Proposal**  (Provide a concise summary of why this proposed change is important to the department. More detailed content will be provided in the proposal body). | CUNY put forth a policy for students with math disabilities and the initiative for each college to adapt the policy for their specific curriculums. |
| **Proposal History**  (Please provide history of this proposal: is this a resubmission? An updated version? This may most easily be expressed as a list). | In the 2017-2018 academic year the Committee on Students was charged by Provost August with the project of a math disability policy for NYCCT. A sub-committee worked in consultation with the Provost, Associate Provost, Assistant to the Provost, Chair of Mathematics, Director of Registrar, Director of The Center for Student Accessibility and the members of the Committee on Students. |

Please include all appropriate documentation as indicated in the Curriculum Modification Checklist.

For each new course, please also complete the New Course Proposal and submit in this document.

Please submit this document as a single .doc or .rtf format. If some documents are unable to be converted to .doc, then please provide all documents archived into a single .zip file.

1.CUNY Policy on Math Waivers and Substitution Based on Disability Policy:

<http://www2.cuny.edu/about/administration/offices/registrar/resources/>

2. Dyscalculia Signs & Research (Dyscalculia.org)

<https://www.youtube.com/watch?v=zqLCaMfitgo&feature=youtu.be>

3.NYCCT Math Waiver and Substitution Based on Disability Policy

**MATH WAIVERS AND SUBSTITUTIONS BASED ON MATH DISABILITY: NYCCT POLICY & PROCEDURES**

**(NYCCT Policy-not for catalog. Catalog description is included below)**

**Math Waivers and Substitutions Based on Math Disability**

All students attending CUNY must demonstrate college readiness in math based on either SAT, ACT, or New York State Regents test scores. Students who do not demonstrate readiness in math based on one of those measures are required to take the CUNY Assessment test in Math. Students who do not achieve passing scores are required to complete developmental education courses or other similar interventions Completing this math requirement is a prerequisite to taking courses to meet the Pathway quantitative reasoning requirement.

Some students are unable to fulfill the aforementioned requirements because of a disability. CUNY provides accommodations, including academic adjustments, to students with disabilities in order to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Students who wish to seek such accommodations must register with the college’s Center for Student Accessibility services. Accommodations for the CUNY math assessment test and for coursework, including remedial math coursework, often include extended time, assistive technology support, and/or services of appropriate support personnel such as readers, scribes, and sign language interpreters.

**Math Waiver and Substitution Procedures**

Students who cannot meet the CUNY requirement, even with accommodations, may request a waiver of the requirement to demonstrate college readiness in math by passing elementary algebra for an equivalent alternative. They may also request a substitution for the Pathways quantitative reasoning requirement.

The procedure for requesting a waiver of the requirement to demonstrate college readiness in math and/or substitution for the quantitative reasoning requirement is as follows:

Guidelines for Students:

1. Failure(s) of the CUNY math assessment test
2. Consult with the Director of the Center for Student Accessibility
3. Complete a Math and Quantitative Reasoning course, with accommodations from the Center for Student Accessibility
4. Consult with academic advisor of student’s intended major
5. Complete a math learning disability evaluation from a licensed psychologist, from the NYCCT preferred list, or other licensed psychologist.

Eligibility for a math waiver/substitution requires documentation of the following:

1. At least one unsuccessful attempt at the CUNY Math Assessment Test and

at least one unsuccessful attempt to complete a math or quantitative reasoning course unless documentation indicates an inability to take and pass a math or quantitative reasoning course even with accommodations and support services.

1. Utilization of the Center for Student Accessibility for math accommodations.
2. Formal test results from a licensed psychologist resulting in diagnosis of a math disability.

To request a math waiver, submit a Math Waiver/Substitution Request Form to the director of the Center for Student Accessibility (CSA). The CSA director submits the request, and documentation, to the Provost who will review and make the final decision. The academic adjustment can include a course substitution from a list of approved courses or an Independent Study with a quantitative component. (Requirements for enrolling in an Independent Study course include a cumulative GPA of 3.00 or higher, a minimum of 30 earned credits, and a prior introductory course or sequence in the area of inquiry)

The CSA director will notify the student of the Provost’s final decision. If a waiver is granted, once the student successfully completes the alternate requirements, the registrar will make the MQR requirement as fulfilled in the student’s records. The student should consult with an academic advisor since a waiver may preclude registration majors with essential math requirements. Majors such as Communication Design, Liberal Arts and Human Services will honor a math disability waiver. Student can meet with an advisor of their intended major, the Transfer Office, New Student Center or the College's Advisement Office. Note that any successful substitute course will not change a math grade on the student’s record. A prior math waiver, indicated on the student’s record, will be honored. These students are advised to meet with the Chairperson of their major department to plan a math course substitution for Provost approval.

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| **Math Waiver-Substitution Request Form**  Students who are unable to fulfill the college readiness requirements in math, due to a math disability and despite accommodations, can request an academic adjustment as per The Americans with Disabilities Act Amendments of 2008, Section 504 an amendment of the Rehabilitation Act and the American with Disabilities Act of 1990. Students who enter the College with a prior math waiver, indicated on the student’s record, will be honored and are not required to submit a math waiver request.  **To: Director of The Center for Student Accessibility (L237)**  From: Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Emplid: \_\_\_\_\_\_\_\_\_\_\_\_\_  Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NYCCTEmail:\_\_\_\_\_\_\_\_\_\_\_\_\_@mail.citytech.cuny.edu  Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State:\_\_\_\_\_\_\_\_ZipCode:\_\_\_\_\_\_\_\_\_\_\_\_\_  Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Check All That Apply:**  ☐ I have completed the CUNY Math Assessment test at least one time and have not passed.  ☐ I have attempted a Math Quantitative Reasoning course and have not passed.  ☐ I have utilized and complied with math accommodations during the CUNY Math  Assessment test, or a Math Quantitative Reasoning course and have not passed.  ☐ Attached is documentation of a math disability evaluation from a Licensed  Psychologist.  ☐ I affirm that if a math waiver is granted I understand it only allows me an alternate  route to meeting the general education Math & Quantitative Reasoning graduation  requirement and does not serve as meeting the prerequisites for additional math  courses.  ☐ I affirm I have consulted with an academic advisor and have designed a path that  allows for successful degree completion.    Additional Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ­­­­­­­­­­­­Student Signature Date  10/25/18 |

**For the catalog: Suggested version of the policy**

**Math Waiver and Substitution Based on Math Disability**

Students who are unable to fulfill the college readiness requirements in math, due to a disability and despite accommodations, can request an academic adjustment as per The Americans with Disabilities Act Amendments of 2008, Section 504 an amendment of the Rehabilitation Act and the American with Disabilities Act of 1990. A prior math waiver, indicated on the student’s record, will be honored.

Math Waiver-Substitution Request Forms are submitted to the director of The Center for Student Accessibility. Documentation of unsuccessful attempts, despite accommodations, of the CUNY Math Assessment Test or a Math Quantitative Reasoning course, and an evaluation from a licensed psychologist indicating a math disability is required. If the waiver is granted, the Provost will approve a non-math substitute course. Students seeking a waiver/substitution should consult a degree advisor, the Transfer Office, Advisement Office or the New Student Center, since a waiver-substitution is an alternate route to meeting the general education Math & Quantitative Reasoning graduation requirement and does not serve as meeting the prerequisites for additional math courses.

**ALL PROPOSAL CHECK LIST**

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| Completed CURRICULUM MODIFICATION FORM including: |  |
| * Brief description of proposal | X |
| * Rationale for proposal | X |
| * Date of department meeting approving the modification (COS Members) |  |
| * Chair’s Signature COS Jeannette Espinoza |  |
| * Dean’s Signature Provost August |  |
| Evidence of consultation with affected departments Math Chair, Health & Human Services, Communication Design, and Liberal Arts  List of the programs that use this course as required or elective, and courses that use this as a prerequisite. Health & Human Services, Communication Design, Liberal Arts | X |
| Documentation of Advisory Commission views (if applicable). | N/A |
| Completed [Chancellor’s Report Form](http://openlab.citytech.cuny.edu/collegecouncil/files/2014/08/2013-10-09-Chancellor_Report_Quick_Reference_Guide1.doc). | N/A |

**EXISTING PROGRAM MODIFICATION PROPOSALS**

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| Documentation indicating core curriculum requirements have been met for new programs/options or program changes. | N/A |
| Detailed rationale for each modification (this includes minor modifications) | N/A |