

Guidelines for a Waiver of Math Requirement

(Approved October 15, 2001; Revised February 6, 2017)

For those seeking an Associate of Science Degree

- The student must meet the conditions listed under "Definition of Criteria" as presented in the document Modification of Graduation Requirements and pass the Pre-Algebra course (MAT025).
- Having met the above minimum criteria, a student with documented significant math learning disability must meet with his/her Program Coordinator to discuss the essential level of mathematical competency required by that Program. If the Program Coordinator deems it appropriate to continue with the waiver process, the student must submit a formal letter of request to his/her Program Coordinator and submit a copy to the Mathematics Department Chair.
- The Program Coordinator will convene and chair a Review Committee consisting of the Mathematics Department Chair, the student's most recent math instructor and a staff member from the O'Neill Center for Student Access and Support.
- The Program Coordinator will determine if an alternative learning experience is appropriate and if so, will define it.
- In cooperation with the Learning Disabilities Specialist or Coordinator of Disability Services, the student will need to develop a comprehensive plan of strategies and accommodations to pursue vigorously all recommended courses of action suggested by the Program Coordinator and the Review Committee.
- If a waiver or substitution of a graduation requirement is unanimously agreed to, the decision is presented to the Vice President of Academic and Student Affairs for review and action.

For those seeking an Associate of Arts Degree

- The student must meet the conditions listed under "Definition of Criteria" as presented in the document Modification of Graduation Requirements and pass the Pre-Algebra course MAT025.
- Having met the above minimum criteria, a student with a documented significant math learning disability must proceed to the Algebra for Non-STEM course (MAT035).
- In cooperation with the Learning Disabilities Specialist or the Coordinator of Disability Services, the student must develop a comprehensive plan of strategies and accommodations and proceed to document all aspects of this plan, including individual tutoring as provided by the College.
- Either a or b:
 - a. If, after one attempt, the student is unable to pass Algebra for Non-STEM (MAT035) he/she must submit a letter of request for consideration of the modification of graduation requirements to the Dean of Academic and Student Affairs/Science, Technology, Mathematics and Business with a copy to the Mathematics Department Chair.
 - b. If the student passes Algebra for Non-STEM (MAT035), he/she must proceed to a 100-level MAT course. If the student is unable to pass one of these courses, he/she must submit a letter of request for consideration of the modification of graduation requirements to the Dean of Academic and Student Affairs/Science, Technology, Engineering, and Math with a copy to the Mathematics Department Chair.
- Upon evaluating the request, the Dean may either deny the request with suggested recommendations or convene and chair a Review Committee consisting of the Mathematics Department Chair, the student's most recent math instructor and a staff member from the O'Neill Center for Student Access and Support. The Review Committee will meet at least once a semester to review the student's progress and to determine if a waiver or substitution is appropriate.
- If the student is unable to complete the mathematics requirement successfully, the Review Committee could substitute a third science course or another appropriate alternative course.
- If a waiver or substitution of a graduation requirement is unanimously agreed to, the decision is presented to the Vice President of Academic and Student Affairs for review and action.