



Fundamental Alteration Committee Instructions

1. If a reasonable basis exists to believe there is a legitimate fundamental alteration question, verify that the instructor, department, and/or program have articulated the essential requirements for the course and/or program and provided notice of them to students.
2. Gather a committee of objective persons who collectively are knowledgeable about the academic area, any related licensing requirements, any applicable accreditation for the course of study, the student's disability, and accommodation methods. The committee should not be limited exclusively to individuals from the department that provides the course or program.
3. The committee should identify the objective of the requirement, taking into consideration the information provided by the instructor, program or department concerning essential requirements, including curriculum approval or course creation documents. The committee will ensure that the requirement is not simply based on tradition or routine practice without direct connection to essential requirements.
4. The committee should consider whether the requirement is consistent with similar programs at other educational institutions, and with relevant national and expert guidelines; and whether there is any unique justification for a requirement that is not generally adopted by other educational institutions.
5. The committee should consider information provided by the student relevant to determining whether notice of the essential requirement in question has been provided to the student, and whether the accommodation requested by the student would invalidate the objective of the requirement.
6. The committee should determine whether the accommodation requested by the student would invalidate the objective of the requirement. If not, the accommodation will be implemented.
7. If the requested accommodation would invalidate the objective of the requirement, the committee (or designated members) will promptly and diligently search for alternate accommodations in consultation with the faculty member, DSS, program and the student.
8. The committee should address the following:
 - a. Are there alternate ways that the student can acquire or demonstrate mastery of the skill that would meet the same fundamental objectives of the course or program?
 - b. Have we diligently searched for potential alternatives?
 - c. Have we included all the necessary people in this search?
 - d. Have we identified whether other postsecondary institutions have identified alternatives that achieve the objectives of the university without fundamentally altering requirements?
9. If the committee has explored this issue in a well-reasoned manner, without resort to a pretext for discrimination, believes the accommodation would fundamentally alter the essential elements of the course or program and no reasonable alternative accommodations exist, then the accommodation can be denied.
10. The form on the second page will be shared with the student via email and kept on record with Disability Services. The student's accommodation letter will be amended to include the alternative accommodation and resent to the student and faculty.



Fundamental Alteration Review

Class: _____ Semester & Year: _____

Accommodation under review: _____

Essential requirement under review: _____

Objective of essential requirement: _____

Will the accommodation, if implemented, invalidate the objective of the essential requirement?

No: the accommodation will be implemented as intended.

Yes: address the following with justification:

What is an alternate way that the student can acquire or demonstrate mastery of the skill that would meet the same essential requirement of the course? _____

Has the committee diligently searched for potential alternatives? _____

Has the committee included all the necessary people in this search? _____

Has the committee identified whether other postsecondary institutions have identified alternatives that achieve the objectives of the university without fundamentally altering requirements? _____

Alternative accommodation or method of completing the essential requirement: _____

Committee members: _____