

Procedure for Requesting Foreign Language Accommodations

- 1. Students who believe they have a learning disability should go to the Student Development Center in 264 University Center (UCEN) or call (810) 762-3456 first to schedule an appointment with the Accessibility Coordinator to see what type of accommodations might be appropriate.

It is also recommended that students take the VARK test (Visual/Aural/Reading-Writing/Kinesthetic) to find out which learning strategies may help them the most. The test can be accessed online at: www.vark-learn.com

- 2. Student enrolls in the class. Instructor is informed officially about approved accommodations.
- 3. Student sees approved tutors as necessary and maintains record of tutoring appointments he/she actually attended. The student should attend and document a minimum of 14 sessions during the semester the foreign language course is taken.
- 4. Student makes a diligent, good faith effort to pass the class as defined by instructor's syllabus. Documentation from the instructor indicating a minimum of 85% class participation is required. If less than an 85% class participation grade is documented, the student will not be considered for other accommodations or a waiver.
- 5. After steps 1 through 4 have been completed, the student should make an appointment with the Campus Counselor, in 264 University Center (UCEN) or by calling (810) 762-3456. The Campus Counselor will help you make arrangements for testing in Ann Arbor and/or interpret the findings of other learning disability specialists.
- 6. The student petitions the ASC for a waiver only after steps one through five have been completed. This checklist and the appropriate documentation should accompany the petition.

I understand that a request to waive the Foreign Language Requirement at the University of Michigan – Flint will not be considered until steps one through six above have been completed

Student Signature

Date

Student Number

Accessibility Services Registration Confirmation

Student Name: _____ Student Number: _____

My signature confirms that _____ registered with Accessibility Services in _____ semester(s) to obtain appropriate accommodations in his/her attempt to fulfill the Foreign Language Requirement at the University of Michigan – Flint. My signature also confirms that the above-named student utilized Accessibility Services in _____ semester(s).

Accessibility Coordinator Date

Tutorial Services Registration Confirmation

My signature confirms that _____ has registered with Student Services to obtain appropriate tutorial services in his/her attempt to fulfill the Foreign Language Requirement at the University of Michigan – Flint.

Academic Enrichment Coordinator: _____ Area: _____

❖ **Tutors: Please sign and date this form EACH TIME tutorial services are utilized.**

_____ Tutor Signature Date	_____ Tutor Signature Date	_____ Tutor Signature Date
_____ Tutor Signature Date	_____ Tutor Signature Date	_____ Tutor Signature Date
_____ Tutor Signature Date	_____ Tutor Signature Date	_____ Tutor Signature Date
_____ Tutor Signature Date	_____ Tutor Signature Date	_____ Tutor Signature Date
_____ Tutor Signature Date	_____ Tutor Signature Date	_____ Tutor Signature Date
_____ Tutor Signature Date	_____ Tutor Signature Date	_____ Tutor Signature Date
_____ Tutor Signature Date	_____ Tutor Signature Date	_____ Tutor Signature Date
_____ Tutor Signature Date	_____ Tutor Signature Date	_____ Tutor Signature Date

P E T I T I O N I N S T R U C T I O N S

Following the guidelines below will allow an efficient processing of your petition. If you have any questions pertaining to completing this form, please visit **517 French Hall** or call **762-3234**.

- ❖ Use **BLACK** ink or a fresh typing ribbon and **print** to complete your petition and maintain its legibility when copied.

- ❖ **The Committee will not review an incomplete petition**; therefore, provide all information in the appropriate spaces which apply to your request. Include dates, course\section numbers, instructor/advisor names, and a clear concise explanation of the circumstances prompting the request. *Additional pages may be attached if necessary.*

- ❖ **Comments and Signatures** are required from the instructor and the advisor if your request involves UM-Flint course work such as adding or dropping a course after the add or drop deadline. Comments from the instructor (other than checking the "I support" box) are very helpful to the committee - please encourage your instructor to include any pertinent information and/or comments.

For petitions regarding policy issues that do not involve UM-Flint course work, only an advisor's signature is required. Examples of this include withdrawal from a semester, grade forgiveness, credit-hour overloads, request to be a guest student at another institution (see below for additional signatures required), etc.

If there is any question regarding which signature(s) are required to ensure a complete petition, please ask in 517 French Hall or call (810) 762-3234.

- ❖ **Additional Documentation** that supports a request should be attached to the petition. For example, include a doctor's statement or employer's statement on company letterhead to verify medical conditions or changes in work hours.

- ❖ **Additional Forms** may be required in conjunction with the petition. For example:

<u>Type of Request</u>	<u>Form Required</u>
add or drop course	Add/Drop Form Signed by Instructor
guest student at other institution	Michigan Uniform Undergraduate Guest Application Signed by Academic Advisor and Department Chair
incomplete grade extension	Extension Request
readmission to university	Petition for Readmission signed by Academic Advisor

- ❖ To enable the Committee to better serve you, please double-check to ensure that you have included all the required documents.

- ❖ The petition, additional forms, and written documentation should be submitted to the Academic Standards Committee office, 517 French Hall.

**Petitioners will be notified of the Academic Standards Committee decision
two to three weeks after submitting a *COMPLETED* petition.**

An Important Letter to Students Petitioning the CAS Academic Standards Committee

A major function of the Academic Standards Committee (ASC) is to consider petitions from students who wish variances from policies established to maintain the standards of the University and the value of your degree. Following is an incomplete list of common examples of such petitions:

- *Add a course after the Add Deadline
- *Drop a course after the Drop Deadline
- *Withdraw from a semester after semester completion
- *Waive a degree requirement
- *Waive a policy regarding number of credits taken off campus

Students should not take such matters lightly. They influence transcripts and thus become a part of the student's permanent University record. Therefore, as with other important applications (Admission to College, Application for Work, etc.) the Committee expects appropriate documentation to accompany a well thought out, well-written petition (proper use of language and spelling; following instructions; neatness, and in-depth comments from your instructor and advisor). Students need to be aware that incomplete petitions (those missing required signatures, those with no clear reasons for request, or those with no supporting documentation, etc.) will cause a delay in processing (while we request the information and you obtain and submit it to the Committee).

Students should be aware that **petitions often are not granted without substantial documentation of serious extenuating circumstances** (i.e. circumstances beyond the student's control). Such circumstances and documentation might include:

Need to drop a class or withdraw from a semester because work schedule *changes* conflict with scheduled class time. Documentation must be in the form of a letter (on official company letterhead) from the employer stating that it was the **employer's** requirement that the work schedule be changed. The Committee needs a full explanation of your work schedule change. Employer should provide documentation verifying hours worked, etc.

Need to drop a class or withdraw from a semester because of *personal problems*. Documentation In the form of police records, doctor's statements, hospital records or bills, and notices or certificates of family members' death are among the official types of written support required. You should be sure your supporting documentation includes specific time frames and indicates the severity of the problem. We realize the serious and delicate nature of these documents and the difficulty sometimes involved in obtaining them. They are necessary, however, and you are assured that your privacy will be maintained.

Inadequate Reasons Commonly Given for Petitions:

"I don't want these grades to affect my grade point average."

"I changed my major, so I no longer need this course."

"I couldn't drop because I would lose...my parents insurance." **or** "...my financial aid."

While these circumstances may be unfortunate, **such reasons are never accepted as sufficient** to rewrite academic history.

Students often petition to drop some fraction of their current or past courses after the drop date (rather than withdraw from the semester). We refer to this as "**selective drop**." For the Committee to look favorably on such a petition, the documentation must demonstrate, for example:

That the extenuating circumstances developed after the drop date.

Why the extenuating circumstances necessitate dropping this course (or courses) but will not interfere with the satisfactory completion of the rest of the courses being taken.

The intent of this letter is not to be an exhaustive guide to petitioning the Academic Standards Committee, but rather to indicate the seriousness with which the Committee views its charge. Again, we require well-written petitions supported by substantial documentation. If you have further questions regarding such matters, visit **517 French Hall** or call **(810) 762-3234**.

Name: _____ Student/Social Security Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: (____) _____ Major: _____ Advisor: _____

Are you currently employed? _____ If so, how many hours per week? _____

I hereby petition the Committee to take the following action:

Drop -- BOTH instructor and advisor comments/signatures are required on reverse side.

_____ after the _____ deadline.
Dept./Course & Sec. No. Instructor Semester/Year

Add* -- BOTH instructor and advisor comments/signatures are required on reverse side.

_____ after the _____ deadline.
Dept./Course & Sec. No. Instructor Semester/Year

***Effective Fall 2005: Please note that there is a \$20 fee per course for adding a class after the add deadline. By signing this petition, you acknowledge that you agree to pay the fee.**

Withdraw -- Advisor comments/signatures are required on reverse side.

_____ _____
Semester(s) Year(s)

Other -- Instructor and/or advisor comments/signatures are required on reverse side.

_____ appeal, overload, waiver, etc.

Reason(s) for request (Please provide a substantial explanation and attach any supporting documentation to verify request): _____

Student Signature _____ Date _____

I do not wish to have student members of the Committee review my request.

The Committee requires background information which only you, as INSTRUCTOR and/or ADVISOR, can provide. You may submit your comments using the box(es) below, under separate cover, e-mail the staff secretary (rbrdwrth@flint.umich.edu), or personally contact the Committee chairperson or staff secretary.

INSTRUCTOR'S COMMENTS:

1. **I support** the student's request. *(Please explain using the questions below.)*
 I do not support the student's request. *(Please explain using the questions below.)*
2. Are the reasons stated by the student correct?
3. Can you provide additional pertinent information?
4. If the student's request is to drop your class, will you please discuss the student's attendance and **academic performance (specifying grades)**?
5. What was the student's grade at the drop deadline? _____

Instructor's signature

Instructor's printed name

Department

Date

Notify me of decision

ADVISOR'S COMMENTS:

1. **I support** the student's request. *(Please explain using the questions below.)*
 I do not support the student's request. *(Please explain using the questions below.)*
2. Are the reasons stated by the student correct?
3. Can you provide additional pertinent information?

Advisor's signature

Advisor's printed name

Department

Date

Notify me of decision

Please return this form to the CAS ACADEMIC STANDARDS COMMITTEE OFFICE, 517 French Hall, when complete. THANK YOU!

This form and any attachments will be maintained in the ASC files for one year. Upon request, the ASC will let the student see this form in accordance with the Family Educational Rights and Privacy Act of 1974.