# Fundamental Alteration Preparation Form

If a faculty member is concerned that an accommodation could fundamentally alter the essential nature of their course or academic program, the faculty member and Academic Unit Head (AUH) should **immediately** complete this form and submit it to the Office of Disability Services (ODS) at [disability-svcs@jmu.edu](mailto:disability-svcs@jmu.edu).

Faculty name(s):

AUH Name:

Department:

Course:

Student Name:

Accommodation(s) of concern listed on the student’s Accommodation Letter:

Name and role of individuals who provided information relevant to the completion of these questions:

## Section 1

1. Include a copy of the **course syllabus, relevant technical standards, etc.**
2. Include a copy of the student’s **Accommodation Letter.**
3. Describe the **learning environment** where this course takes place.
   1. Building and room:
   2. Room layout (e.g. lab, auditorium, etc.):
   3. Lighting:
   4. Type of desks/chairs (e.g. stationary, on casters, heigh-adjustable, etc.):
   5. Technology available:
   6. Day and time of class meeting:

## Section 2

The faculty member and AUH discuss and complete the following questions:

1. Has the accommodation on the student’s Accommodation Letter ever been provided to a student in this course for any situation or reason in the current semester or in any past semester by this instructor or any other instructor?

* No
* Yes

If yes, please describe the reason and how it was provided.

1. List all **Essential Course Objectives (ECOs)** that describe the purpose of the course
   1. Reference the source for each objective (i.e. syllabus, program-level learning outcomes, relevant technical standards, etc.).
   2. Indicate how students were notified of each ECO (i.e. course syllabus, program-level learning outcomes, program technical standards, etc.). Attach or link the relevant documents and websites.
   3. Indicate the ECO(s) relevant to the accommodation of concern with an asterisk.
2. List all **Student Learning Outcomes (SLOs)** (i.e. knowledge, skills, behaviors, etc.) for this course that show that the student has demonstrated the ECOs in Section 2, Question 2.
   1. Indicate the ECO in Section 2, Question 2 that each SLO is derived from.
   2. Indicate how students were notified of each ECO (i.e. course syllabus, program-level learning outcomes, program technical standards, etc.). Attach or link the relevant documents and websites.
   3. Indicate the SLO(s) relevant to the accommodation of concern with an asterisk.
3. List the **learning activities and/or assessments** relevant to the accommodation of concern that support the SLOs for this course.
   1. List the relevant syllabus page number for each activity and assessment.
   2. Describe the application(s) of the SLO(s) for each activity/assignment and reference the relevant SLO.
   3. Indicate the application(s) relevant to the accommodation of concern with an asterisk.
4. If relevant, have any of the following **campus resources** been consulted regarding implementation of the accommodation(s) of concern listed on the Accommodation Letter? If so, what was the outcome?
   1. [Classroom Technology](https://www.lib.jmu.edu/tech-classrooms/)
   2. [Instructional Design](https://www.lib.jmu.edu/staff/departments/learning-innovations-design/instructional-design/)
   3. [Center for Faculty Innovation](https://www.jmu.edu/cfi/resources/consultations.shtml)
   4. Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Have you identified any non-fundamental changes that can be made so that the accommodation on the student’s Accommodation Letter can be implemented? If yes, please describe.

### Section 3

The faculty member and AUH discuss and complete the following questions:

1. Is there persisting concern that the accommodation in question may result in a fundamental alteration of the ELOs and/or SLOs listed in Section 2, Questions 2 & 3?

* No
* Yes
  1. If yes, and the answer to Question 1 in Section 2 is also “yes”, please describe how this accommodation being provided in this course now differs from the previous circumstance in which it was provided.
  2. If yes, list the ELOs and/or SLOs listed in Section 2, Questions 2 & 3, for the Fundamental Alteration Review Committee to review for potential fundamental alteration.
  3. If yes, have you identified any alternative accommodations that would not raise a concern of fundamentally altering the ELOs and/or SLOs listed in Section 2, Questions 2 & 3?
  4. If yes, please recommend campus administrators who are well-informed and impartial for considerations as members of the Fundamental Alteration Review Committee.