# Fundamental Alteration Preparation Form

If a faculty member and Academic Unit Head (AUH) are concerned that an accommodation could fundamentally alter the essential nature of a course or academic program, the faculty member and Academic Unit Head (AUH) **immediately** complete Sections 1-3 of this form and submit it to the Office of Disability Services (ODS) at disability-svcs@jmu.edu.

Reference the complete Fundamental Alteration Overview and Procedure at the following link: https://www.jmu.edu/ods/resources/fundamental-alteration.shtml

## Section 1

Faculty name(s):

AUH Name:

Department:

Course:

Student Name:

Accommodation of concern, as listed on the student’s Accommodation Letter:

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

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 of concern, as listed on the student’s Accommodation Letter, ever been provided to any student in this course—either in the current semester or in any past semester—by this instructor or any other instructor, for any reason or situation?
* No
* Yes

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

1. List all **Essential Course Objectives (ECOs)**. These objectives articulate the essential overarching purpose and goals of the course.
	1. Reference the source for each ECO (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, websites, etc.
	3. Use an asterisk to indicate the ECO(s) relevant to the accommodation of concern.
2. List all **Student Learning Outcomes (SLOs)** for this course. These should describe the specific knowledge, skills, behaviors, etc. that all students in this course are expected to demonstrate to show that they have met the ECOs listed in the answer to Question 2, Section 2.
3. Indicate the ECO in Question 2 (Sec. 2) that each SLO is derived from.
4. 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.
5. Use an asterisk to indicate the SLO(s) relevant to the accommodation of concern.
6. List the **learning activities and/or assessments** that are designed to give students an opportunity to demonstrate achievement of the SLO(s) notated with an asterisk in the answer to Question 3 (Sec. 2).
	1. List the criteria in the assignment or assessment rubric that correspond to the SLO(s) notated with an asterisk in Question 3 (Sec. 2).
	2. Indicate how students were notified of the rubric criteria listed (i.e. syllabus, Canvas, etc.). Include relevant syllabus page numbers, links, attachments, etc.
	3. Use an asterisk to indicate the rubric criteria relevant to the accommodation of concern.
7. Have any of the following **campus resources** been consulted regarding implementation of the accommodation of concern listed on the student’s 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. List any changes that do not constitute a fundamental alteration to an ECO or SLO listed in the answer to Questions 2 & 3 (Sec. 2) that would result in the accommodation in question on the student’s Accommodation Letter being implemented.

### Section 3

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

1. Is there persisting concern that the accommodation listed in Section 1 may result in a fundamental alteration of the ECOs and/or SLOs listed in Section 2, Questions 2 & 3? Please note that this form should be submitted to ODS regardless of the answer.
* 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 ECOs, SLOs, and activities/assessments listed in Section 2, Questions 2-4, for the Fundamental Alteration Review Committee to review for potential fundamental alteration.
	3. If yes, have you identified any *alternative* accommodations not listed on the student’s Accommodation Letter that would not raise a concern of fundamentally altering the ECOs and/or SLOs listed in Section 2, Questions 2 & 3?
	4. If yes, please recommend campus administrators who are well-informed and impartial for consideration as members of the Fundamental Alteration Review Committee.

*Submit this completed form to the Office of Disability Services (ODS):*

*disability-svcs@jmu.edu*