



WESTERN CONNECTICUT STATE UNIVERSITY

AccessAbility Services Academic Adjustment Request Guideline and Procedure: HPX 177 - Fitness for Life Activity Waiver

General Guideline:

Western Connecticut State University (WCSU) considers the participation in a HPX 177 - Fitness for Life activity course to be an integral component of a comprehensive liberal arts education. WCSU enacts general education requirements in order to provide students with an increase depth of knowledge in a chosen field, effective intellectual, interpersonal and technological skills, and the ability to learn and continue to learn.

AccessAbility Services (AAS) provides classroom accommodations to students with documented disabilities and provides a wide range of academic support services. Students are encouraged to meet with the Director of AccessAbility Services early in their educational career to determine reasonable and appropriate accommodations for their course of study.

WCSU recognizes, in limited cases, that the HPX 177 - Fitness for Life activity component may pose a barrier towards degree completion for students with significant disabilities. In some cases a HPX 177 – Fitness for Life Activity Waiver will be considered after a student has demonstrated that he or she is unable to complete the requirement of the University. In such cases, the student with a significant disability will be required to provide documentation and educational history that demonstrates compelling evidence that an academic adjustment is reasonable.

HPX 177 – Fitness for Life activity waiver requests will be reviewed through an interactive, case-by-case basis by the Office of AccessAbility Services and will not compromise the academic integrity of the requirements for a specific major or degree.

The following conditions may apply:

- If an activity course is deemed as an “essential element” of a program or course of study, a waiver is *not* permitted. The “essential element” criteria will be determined by the Dean or department chair of the program in collaboration with the AccessAbility Services Director.
- An activity waiver will reduce the number of credits required to complete a degree by one credit.

All decisions involving academic adjustments or “essential elements” will be determined by AccessAbility Services in collaboration with the appropriate Dean or department chair of the program. In certain cases, it is possible that AccessAbility Services will collaborate with a representative from the Health Promotion and Exercise Sciences Department, and/or a faculty representative with specific expertise depending upon the nature of the disability.

It is highly recommended that students apply for an academic adjustment as soon as possible. Failure to do so in a timely fashion may delay graduation.

Procedure:

Requests for a HPX 177 – Fitness for Life activity waiver are reviewed on an individual, case-by-case basis. Students must initiate the process for an academic adjustment through AccessAbility Services (AAS) as early as possible in their educational career.

The following procedures must be followed:

1. Consult your faculty advisor about academic requirements for graduation, including general education and major requirements. Make a copy of your Program Sheet to support an informed discussion with your advisor.
2. Register with AAS by completing an **Accommodation Intake Form**.
3. Provide appropriate comprehensive disability documentation to AAS. Documentation guidelines are available on the AAS website: <http://www.wcsu.edu/accessability/documentationguidelines.asp>. Typically, AccessAbility Services will need a statement of diagnosis from a licensed physician, which identifies the limitations posed by the disability on physical activity and precludes the student from participating in **ALL** physical education activities.
4. Schedule an appointment with the AAS Director by calling 203-837-8225 (203-837-3235 TTY) to discuss the academic situation and to determine the need for additional required documentation.
5. Complete the **Request for an Academic Adjustment Form** and submit to AAS. Include the following with your request:
 - A personal statement outlining an explanation of the difficulties you have experienced in physical education, including evidence that you have used accommodations for the course and that you have actively pursued academic support.
 - A list of the activity or physical education courses you have attempted to date and grades earned, along with number of enrollments attempted in high school and college.
 - A copy of your unofficial high school transcript(s) (copies of high school transcripts may be requested from the WCSU Registrar's Office).
 - A copy of your unofficial college transcript(s).
6. Submit completed request to AccessAbility Services located in White Hall, Room 005 on the Midtown Campus or mail to: 181 White Street, White Hall 005, Danbury, CT 06810. Requests can be completed electronically by scanning the request and all supporting documentation and emailing to morele@wcsu.edu.
7. AAS will send an email stating the outcome of the academic adjustment request to your WCSU email account.
 - If approved for an activity waiver, the student must identify the CRN number of the lecture course they would like to register for (pending availability). The Director will then notify appropriate offices to lift the registration hold.
 - HPX activity course waivers require students to complete only the lecture portion of HPX 177.

Submit to AccessAbility Services, Western Connecticut State University, White Hall 005
181 White Street, Danbury, CT 06810

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