# Guidelines for Loyola's Language Core Substitution Request

Students encountering difficulties with Loyola's Language Core requirement have many supports available. They are encouraged to consider using the following strategies and support services available to all students:

* Meeting with the professor during office hours
* Requesting a peer tutor through The Study
* Reducing their course load to 4 courses to spend more time on the language course
* Taking the language course over the summer

Students with documented disabilities often have been approved for accommodations, which will help them in all classes. This may include but is not limited to testing in a reduced-distraction environment, additional time for testing, and copies of class notes. Even with reasonable accommodations and other supports, Loyola understands that some students with specific disabilities may have difficulty completing the intermediate II level of a language.

While Loyola University Maryland does not waive Core requirements, a student with a disability whose documentation and language learning history indicate the student may have extreme difficulty completing Loyola's Language Core requirement due to their disability may petition for an academic substitution to fulfill this requirement. Ordinarily, only students with a disability that *explicitly impacts* their ability to acquire a foreign language will have their petition approved. Students may need additional testing or information to document the presence of the disability, and the student will be responsible for providing this documentation. It is strongly recommended that the student begin this process no later than the beginning of their second year at Loyola to allow for adequate time for the Committee to review the student's petition, for the student to pursue additional testing (if recommended), and for the completion of substitution coursework.

The process to petition for a Loyola's Language Core substitution is as follows:

1. The student should schedule a meeting to discuss their challenges with the Language Core requirement with an advisor from Disability and Accessibility Services.
2. The student must provide or have on file documentation from a qualified evaluator that meets DAS's guidelines. If the student needs to obtain the appropriate documentation, a DAS advisor will provide the student with DAS documentation guidelines and a referral list with Baltimore-based evaluators. Using an evaluator on the list is the student’s choice, and students are encouraged to contact other qualified providers to meet Loyola’s documentation guidelines.
3. After consulting with an Assistant Director or Director of Disability and Accessibility Services, the student must submit a written petition to request a substitution for Loyola's Language Core requirement. The petition should include 1.) an outline of the student's history of language study at the high school and college level, 2.) the accommodations and strategies used by the student in language classes, and 3.) a description of how the student's documented learning disability impacts the student's ability to learn a language. The student may also include a letter from their language faculty to substantiate their effort, use of resources, and continued difficulty with language learning.
4. A professional from DAS will compile information for the student’s petition packet, which contains the student’s documentation of disability, the student’s petition, and a summary of the student’s language grades in high school and college, which the DAS professional will obtain through Loyola records. The packet of information will be submitted for the next step.
5. a. The student’s petition and accompanying information are then reviewed by a qualified professional who is an employee of Loyola University Maryland to determine if the student has a disability that explicitly impacts foreign language acquisition. This evaluator may recommend that additional testing, such as a psychoeducational, neuropsychological, or auditory processing evaluation, be performed. The evaluator will return their recommendations to an administrator in DAS, who will prepare a summary for the next step.

b. The Program Director for Student Success Initiatives will arrange a meeting of the Core Language Documentation Review Committee (CLDRC), comprised of the Director of Disability and Accessibility Services (or designee), the Associate Dean from the Office of the Dean of Undergraduate Students, a faculty member from the Department of Modern Languages and Literatures, and a faculty member from the Classics Department. The CLDRC will review the evaluator’s findings and other relevant documentation (e.g., the student's past performance in language courses) to determine whether the student's documentation supports the student's petition for a language substitution. If a modification is recommended, the CLDRC will recommend the course(s) or other modifications the student must complete to meet the Core Language requirement satisfactorily. The CLDRC will make a recommendation for the Vice President for Academic Affairs (or designee). The FLDRC’s recommendation will be given to the Program Director for Student Success Initiatives, who will prepare the petition for the next step.

1. The Program Director will send the necessary information to the Vice President of Academic Affairs (or their delegate). The VPAA (or designee) and the Dean (or designee) of Loyola College of Arts & Sciences will determine if an academic adjustment to Loyola's Core Language requirement should be provided to the student and send their decision to the Program Director for Student Success Initiatives. The decision of the VPAA is final and not subject to appeal.
2. The Program Director will notify the DAS Director of the petition's outcome. An administrator in DAS will inform the student about the outcome and include recommendations from the expert evaluator if a modification is not approved. If approved, the student will be instructed to meet with the Program Director for Student Success Initiatives if they have questions about what course can fulfill Loyola’s Language Core requirement.
3. After completing the course, the student must notify the Program Director for Student Success Initiatives, and the appropriate academic administrators will adjust the student’s degree audit.

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