

# **Instructor's Response to Request for Content Accommodation**

Please read carefully the following principles and procedures from PPM 9-7, Section 16 before you complete the form on the second page.

## **Note particularly the following:**

- Personal disagreement with ideas and theories presented in a course is not sufficient grounds for requesting an accommodation.
- Requests for accommodation must be filed as soon as practicable and in any event no later than the last day to drop classes without penalty.
- Requests must clearly articulate the reasons for the accommodation, including the burden the course requirement would place on the student's beliefs.
- Faculty may not take adverse academic action against students who make accommodation requests.
- If course content conflicts with a student's sincerely-held core beliefs, the student should consider dropping the course.
- A Request for Accommodation must be made to the instructor in writing, with a copy delivered to the office of the department Chair or, in the case of a single-department college, to the office of the Dean.
- Requests must clearly articulate the reasons for the accommodation, including the burden the course requirement would place on the student's beliefs.
- Faculty may not take adverse academic action against students who make accommodation requests.
- Instructors must respond to requests in writing within two days of receiving them. A copy of the response must be delivered to the office of the department Chair or, in the case of a single-department college, to the office of the Dean.
- Instructors are not required to grant content accommodations, as long as the subject course requirement has a reasonable relationship to a legitimate pedagogical goal but they may do so only if a reasonable alternative means of satisfying the curricular requirement is available and only if that alternative is fully appropriate for meeting the academic objectives of the course after considering the difficulty of administering an accommodation; the burden on the student's sincerely-held core beliefs; and the importance of the particular requirement to the course.
- If an instructor in a course makes content accommodations for any reason other than to comply with state or federal legislation, the instructor must similarly consider requests made during the same semester for the same course for accommodations based on conflicts with sincerely-held core beliefs.

