



# Request to Modify the Language Requirement

**Learning Support Services at the Loft**  
5<sup>th</sup> Floor Library, Yager Hall  
Hartwick College  
Oneonta, NY 13820  
Tel: 607-431-4546; Fax: 607-431-4567

Name: \_\_\_\_\_ ID No.: \_\_\_\_\_  
Graduation Year: \_\_\_\_\_

Students with documented learning disabilities may be able to receive credit for an introductory language course by completing a directed study in English supervised by a full-time professor in the Modern and Classical Languages department. In order to request such a modification to the Hartwick College language requirement, the student must do **all** of the following:

1. Consult with the Coordinator of Disability Services who will assess the student's disabilities and determine what accommodations are warranted to help the student succeed academically.
2. Enroll in a first-semester elementary language course (FREN/GERM/SPAN 101).
3. Inform the instructor of the language course **during the first week of classes** that he or she has learning disabilities.
4. Make an honest effort to succeed in the course by doing **all** of the following:
  - a. Request a tutor within the first week and meet with the tutor weekly.
  - b. Complete all assignments when they are due.
  - c. Attend all lecture and lab components of the foreign language course.
  - d. Request classroom accommodations (if applicable).
5. Meet with the instructor during the fifth week of the semester and assess the student's progress.

If the student's grade in the course is less than C, he or she may modify the language requirement by completing a directed study. The student will meet with a full-time language professor and the department chair to design a directed study in English that provides an understanding of language and culture commensurate with the learning objectives of the introductory course.



**Student**

I wish to modify my fulfillment of the Hartwick College language requirement according to the terms outlined in this document.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Instructor**

I certify that the student is enrolled in \_\_\_\_\_  
(course/section/semester/year) and that he/she informed me of his/her learning disabilities during the first week of classes, made an honest effort to succeed in the course, and met with me during the fifth week of the semester to assess his/her progress. The student's overall grade in the course is less than C.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Coordinator of Disability Services**

I certify that \_\_\_\_\_ (student's name) has documented learning disabilities and has met with me to discuss them.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Directed Study Supervisor**

I will supervise the directed study of \_\_\_\_\_ (student's name) and issue a grade for his/her work. I understand the student wishes to pursue the directed study as partial fulfillment of the Hartwick College language requirement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Chair, Department of Modern and Classical Languages**

I approve this request to modify the language requirement. The student will drop \_\_\_\_\_ (course/section/semester/year) and register for the directed study FREN GERM SPAN (circle one) -101XX for the same semester.

Signature \_\_\_\_\_ Date \_\_\_\_\_