
Guidelines for Consideration of Substitution of Oral Presentation Requirements

Policy Statement

Students at Hofstra University may request a substitution for oral presentation requirements as an accommodation for a disability. The decision to grant a substitution will be reviewed on a case-by-case basis by the Director of Student Access Services (SAS) in alignment with course requirements and federal regulations. Substitutions will not alter the essential learning objectives of the course or program.

Procedure:

1. Students must submit a Request for Reasonable Accommodations form, accompanied by appropriate documentation from a qualified professional to the SAS office.
2. Each request will be reviewed to determine if the disability necessitates a substitution for oral presentations, in accordance with the Americans with Disabilities Act (ADA).
3. If the student qualifies, a statement will be included in the Letter of Accommodation (LOA), which the student can use to notify their instructors of the approved accommodation.
4. Students are responsible for notifying their instructors at the beginning of each semester or as soon as possible once accommodations are approved.
5. If there are concerns about the accommodation, the instructor and SAS will work together to determine whether the substitution is reasonable for the specific course objectives.

The substitution will be determined on a course-by-course basis, and the accommodation cannot be implemented retroactively. The student remains responsible for fulfilling all course requirements, and any other adjustments (e.g., deadlines or alternative assessments) should be discussed directly with the instructor.

For Students

Students who are approved for this accommodation should meet with their instructors at the start of each semester to share their LOA and discuss how the substitution will be implemented. Even with an approved accommodation, students are expected to complete all course assignments and meet participation expectations. Substituting oral presentations does not relieve the student of these responsibilities.

For Faculty

Faculty are responsible for considering reasonable modifications to oral presentation requirements while ensuring that the essential learning objectives of the course remain intact. If a modification is requested, instructors should consult with Student Access Services (SAS) for guidance on whether the modification is appropriate and how it can be implemented.

Faculty are encouraged to explore alternative methods of assessment, such as:

- Allowing the student to present individually to the instructor
- Providing the option for the student to present to a small group

- Offering the student a choice of when to present (e.g., at the beginning, middle, or end of the class)
- Permitting the student to use notes or a script without penalty
- Permitting the student to stay in their seat during the presentation.
- Accepting pre-recorded video or audio presentations
- Using a slideshow with embedded audio or video
- Substituting the presentation with a written paper or portfolio demonstrating mastery of the subject matter

If a modification is not feasible without compromising the essential elements of the course, SAS should be consulted to explore alternative options or solutions.