# Center for Academic Success

# Course Substitution Policy & Procedure

## Policy

Students seeking a course substitution due to a disability must have documentation on file that provides evidence for the substitution request. The Associate Director of Academic Success (Associate Director) will work with the student on a case-by-case basis to determine what documentation is required. Documentation alone does not guarantee that a course substitution will be approved.

Courses which are approved as substitution courses will be maintained by the Center for Academic Success, and will be provided to a student once the accommodation has been approved. Any courses that do not appear on this list, such as Special Topics Courses, must be approved by the Department Chair in the subject area for use as substitution courses. A student should not sign up for a course that is not on the pre-approved list without first seeking approval for that course to count as a substitution. The Associate Director will work with the student on seeking approval for a course that is not on the list.

## Procedure: General Education

For course substitution requests within the **General Education** requirements, the following procedures must be followed:

1. Meet with the Associate Director to discuss the need for course substitution and ensure that sufficient documentation is on file, or determine what further documentation is needed.
2. Submit a written request for a course substitution to the Associate Director. This letter must include information about why the student is requesting the course substitution, any previous efforts in the subject area, and any other mitigating factors regarding the request.
3. The Associate Director will notify the student of a decision within 10 business days of receiving the student’s written request. The Associate Director may consult with colleagues within Center for Academic Success, the Academic Standards Committee, and/or department faculty from the area of study in which the request is being made to reach a decision on whether course substitution is warranted. Confidentiality of disability records will be maintained as an utmost priority.
4. If the substitution is **approved**, the student will work with Department Faculty, their advisor, and/or the Associate Director to determine the appropriate courses to substitute.
5. If the substitution is **denied**, the student must continue to meet the General Education requirements set forth by the University. The student has the option of continuing to work with the Associate Director to determine if there is further evidence that could be provided or if there are alternative accommodations that would support the student’s success in the subject area.
6. Selected substitution courses for approved cases will be sent to the Associate Director of Records and Degree Completion for inclusion on the student’s degree plan. The student and advisor will be notified in writing of the approved courses from which the student may select.

## Procedure: Courses in Major/Minor

For course substitution requests within a student’s **Major or Minor** requirements, the following procedures must be followed:

1. Meet with the Associate Director to discuss the need for course substitution and ensure that sufficient documentation is on file, or determine what further documentation is needed.
2. Submit a written request for a course substitution to the Associate Director. This letter must include information about why the student is requesting the course substitution, any previous efforts in the subject area, and any other mitigating factors regarding the request.
3. Submit, in conjunction with the Associate Director, an approval form to the Chair of the Department in the student’s major or minor area of study. The Department Chair must approve the course substitution, and the Associate Director may be given permission by the student to discuss the case with the Chair if there are questions.
4. The Associate Director will notify the student of a decision within 10 business days of receiving the student’s written request. The Associate Director may consult with colleagues within Center for Academic Success, the Academic Standards Committee, and/or department faculty from the area of study in which the request is being made to reach a decision on whether course substitution is warranted. Confidentiality of disability records will be maintained as an utmost priority.
5. If the substitution is **approved**, the student will work with Department Faculty to determine the appropriate courses to substitute and the student will inform the Director of Records and the Associate Director of the selected courses using a Request for Substitution Card, available in the Records Office.
6. If the substitution is **denied**, the student must continue to meet the Major/Minor requirements set forth by the University. The student has the option of continuing to work with the Associate Director to determine if there is further evidence that could be provided or if there are alternative accommodations that would support the student’s success in the subject area.

## Appeals Procedure

If a student is dissatisfied with the decision made by the Associate Director, he or she may appeal in writing to the Academic Standards Committee and submit another course substitution request. The student must provide new evidence before a request to the committee will be considered.

Students who may wish to appeal the decision of the Academic Standards Committee may appeal in writing to the Office of the Dean of the Faculty, to be considered by the Associate Vice President for Academic Affairs (AVP). Supporting evidence should accompany these appeals, and the student should explain why this evidence was not included in the original request for substitution.

The decision by the AVP is final. Once the AVP reviews the request, he/she will advise the student as to the final decision.