

Course Substitution and Waiver Guidelines

Requests for a course substitution or waiver due to a disability are considered on a case-by-case basis. The following steps should be followed:

- Students requesting this accommodation should first meet with the Disability Resources and Services (DRS) Coordinator who will conduct an intake interview with the student. At the time of this meeting, the student should be prepared to present information to support his/her request such as:
 - Documentation of disability from a licensed professional.
 - History, if any, of previous attempts at course for which waiver or substitution is being requested.
 - Current transcript.
 - Letters of support from professionals and faculty members who can attest to student's difficulty with subject matter, attempts at successfully completing the required course, class attendance, use of support services such as tutoring and study skills instruction, etc.
 - General Petition form available online or from the Registrar's Office.
- The DRS Coordinator will follow the steps outlined in the Accommodation Policy with regard to an in-take interview with the student and review of documentation provided by the student.
- The DRS Coordinator will determine whether the student has a disability and is eligible for reasonable accommodations. Approval or denial of a course waiver or substitution shall not be the sole responsibility of the DRS Coordinator. A committee shall be convened to determine whether a course waiver or substitution will lower academic standards or substantially modify the program of study. Members of the committee may include, but are not limited to: student's faculty advisor, division manager for the program of study in which the student is enrolled, general education division manager, faculty responsible for delivery of the course being considered, faculty who delivered previously attempted coursework in relevant subject matter by student, a representative from the Disability Resources and Services Office, and a representative from the Registrar's Office.
- The following decisions may be reached by the committee:
 - Request denied. The student will be provided the reason(s) for denial.
 - Request approved for a course substitution with recommendations for an appropriate alternative course.
 - Request approved for a course waiver taking into account the graduation requirements for the student's program.

If the initial request is denied by the DRS Coordinator or the request is denied by the Committee, the student has the right to appeal either decision using the Student Grievance Procedure outline

in the Student Handbook. Appeals will be submitted to the Dean of Instruction and Student Affairs.

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