



Course Substitutions

A student with a disability may qualify for either modification or substitution of specific course work required for a program certificate or degree based on the limitations of his/her disability.

Policy

In all cases, it is the student's responsibility to furnish documentation verifying disability. For the purpose of course substitution, the documentation must provide clear and specific evidence that supports the student's inability to do the course work. Such documentation shall be submitted to the Coordinator of the Disability Resource Center (DRC), who, acting for the college, will determine the nature and conditions of accommodations as they relate to the disability.

Acting with advice from the Coordinator of DRC and the appropriate Dean, the Vice President of Academic Affairs shall determine the need for the modification or substitution of course work. In such cases, the following conditions must apply:

- The student must be otherwise qualified to complete the program with, or without, accommodations.
- Modifications or substitutions are granted if the college determines they are not essential to the program of study, or to particular degree requirement; and only after the student has made a good faith effort to complete the course with accommodations.

This policy does not obligate the college to modify or waive other academic requirements including, but not limited to, the college's right to require appropriate substitutions for modifications made.

Procedures

The following procedures must be completed for a course substitution to be considered:

1. The student completes a *Request for Course Substitution* form based on his/her disability.
2. The student submits the form to the DRC coordinator, along with a copy of his/her disability documentation, if not already on file.
3. The DRC coordinator meets with the student and explores all possible course accommodations before a course substitution is considered.
4. When the documentation is in place, the DRC coordinator evaluates the specificity of the documentation, as it relates to the request.

5. The DRC coordinator makes a determination and, if appropriate, recommends a course substitution.
6. The DRC coordinator meets with the appropriate Dean to discuss the course substitution. At this time, the Dean may make suggestions of appropriate alternative courses, or deny the request because the request would require a substantial change in an essential element of the curriculum.
7. The Dean and Vice President for Academic Affairs review the decisions, consult with the DRC coordinator, and reach a mutually agreeable recommendation. The decision is recorded on the *Course Substitution* form.
8. The DRC coordinator meets with the student and the two of them sign the *Course Substitution* form. One copy is given to the student, one is placed in his/her file and one is given to the Registrar's Office.

If the student is not satisfied with the decision, he/she has the right to follow the grievance process as outlined in the college's policy guide.