Disability-Related Course Substitution Request

The Office of Disability Support Service (DSS) provides support for course substitutions on an individual basis when provided with sufficient information that a student’s disability substantially impacts or limits the student from learning a specific subject. All requests are determined on a case-by-case basis through the interactive process as described below. Ultimately, granting of a course substitution is at the discretion of the academic department, school, or college in which the student’s degree program resides.

Students requesting disability-related course substitutions (e.g., math and/or language substitution) must do the following:

1) Register with DSS prior to requesting a course substitution. For more information on how to register with the office, please visit Getting Registered at DSS.

2) Provide documentation of the functional impact of the disability on the course subject. Documentation must be provided by a licensed professional and be current and/or explicit of a longstanding condition. Relevant documentation of history of disability may also be considered (i.e., high school transcripts, etc…). Additional documentation may be requested at the coordinator’s discretion.

3) Meet with an Accommodation Coordinator for an informational interview. Students are also able, but not required, to provide a written request of a disability related course substitution. Information requested may include:
   
   o Past and present efforts with course subject as well grades and study hours spent on subject
   o Resources available and utilized at the university to help with learning (e.g., tutoring, professor office hours, labs, etc…)
   o For math requests: Math placement score, ACT/SAT math scores, standardized test scores
   o Detailed explanation of impact of disability on learning.

DSS will decide, based on the above information, if disability warrants a course substitution. Ultimately, it is up to the Office of the Assistant/Associate Dean to assess if course substitutions are reasonable within the student’s curriculum or degree. If deemed reasonable, it is at the discretion of the Office of the Assistant/Associate Dean to work with the student on appropriate substitutions within the college. The student is then required to contact the Assistant/Associate Dean of the college to complete the course substitution process.