



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 refer to the "How to Register-New Students" link on our [website](#).
- 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:
 - Past and present efforts with course subject as well grades and study hours spent on subject
 - Resources available and utilized at the university to help with learning (e.g., tutoring, professor office hours, labs, etc...)
 - For math requests: Math placement score, ACT/SAT math scores, standardized test scores
 - 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.**