



Course Substitution for Students with Documented Disabilities Procedure

Procedure Number: 218P

Responsible Office: Vice President, Academic Affairs/Chief Academic Officer and Vice President, Student Affairs

Forms: [Apply for Accommodation](#)

Effective Date: 02/26/2024

Date Last Reviewed: 03/28/2024

1. Purpose

The purpose of this procedure is to provide guidance to students with disabilities on the process of requesting a course substitution. When a request is approved, the Course Substitution Committee will provide students with support in identifying a substitute course. The procedure also provides information on the complaint process for a student with a disability who believes they have been discriminated against or unfairly denied a request for a course substitution.

2. Definitions

Accommodation: an adjustment or modification in the academic environment that enables an individual to enjoy equal access to the College's programs, services or activities, including auxiliary aids and services. Examples of accommodations are: note takers, recording devices, sign language interpreters, extended time for testing, screen-reading, voice recognition, or other adaptive software or hardware.

Disability:

- i. Any physical or mental impairment that substantially limits one or more major life activities; or
- ii. Having a record of such an impairment; or
- iii. Being regarded as having such an impairment.

Fundamental Alteration: The College is not required to provide any aid or service or make any modification that would result in a fundamental alteration in the nature of the program. In evaluating whether the requested program modifications would require substantial program alteration or would fundamentally alter academic standards or programs, the College considers the underlying academic reasons for the program components, the academic standards institutionalized in the program, how the challenged components are consistent with the program standards, and how the requested accommodations would be inconsistent with the academic goals and standards of the program.

3. Procedure

- i. Students must be registered with Accommodations and Accessibility Services and have current documentation of a disability that clearly substantiates that the disability significantly affects their academic performance in the subject area.
- ii. Students will submit a letter requesting a course substitution to an Accommodations Counselor. The letter should include:
 - a. information about the student's previous attempts at the course (if any), including accommodations used;
 - b. the student's degree program; and
 - c. whether the student intends to transfer to a four-year institution.
- iii. The Accommodations Counselor will forward the request to the Course Substitution Committee along with the following information:
 - a. relevant documentation in the student's accommodations file;
 - b. the student's current or most recent Memorandum of Accommodation (MOA); and
 - c. the counselor's professional recommendation.
- iv. The Course Substitution Committee will review the request and notify the student as to the approval or disapproval of the course substitution in writing within 15 working days.
- v. The Course Substitution Committee includes the AVP of Academic Affairs, the Associate Vice President for Student Support Services, the Director of Accommodations and Accessibility Services, and the ADA Coordinator. The committee may consult with faculty from the relevant department as needed.
- vi. No course substitution will be granted unless professional assessments clearly show that a student's disability currently prevents the student from passing the course with or without reasonable accommodation.
- vii. No course substitution will be granted if it constitutes a fundamental alteration of the program of study.
- viii. The student may grieve the committee's denial in accordance with the Student Grievance Procedure.