

**COURSE SUBSTITUTION FOR STUDENT WITH DOCUMENTED DISABILITIES**

**Policy Number:** 218

**Categorized:** [Academic](#)

**Responsible Office:** Chief Academic Officer

**Subject:** Approval process for course substitution based on documented disability

**Related Policies:** [Accommodation of Students with Disabilities](#)

**Procedures:** [218P](#)

**Additional Information:**

**Effective Date:**

**Last Reviewed Date:** 06/24/2021

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**1. Scope**

This policy applies to students who wish to request a course substitution on the basis of disability.

**2. Policy Statement**

NOVA recognizes that in unusual circumstances, certain disabilities may prevent a student from successful completion of a specific course, even with reasonable and appropriate accommodations.

Otherwise qualified students with documented disabilities who are, by reason of their disability, unable to complete a requirement of the program pursued by the student, with or without reasonable accommodations, may request an approved course substitution. Substitutions generally will not be granted for any course that is deemed essential to the program of instruction being pursued by such student, or to any directly related licensing requirement. If substitutions are granted, students must successfully complete other courses to compensate for the credit hours. Substitutions are made on a case by case basis.

NOVA rarely grants a substitution for the math requirement in transfer degree programs (AA/AS/AFA). NOVA's minimum degree requirements include math because they reflect both SACSCOC and VCCS standards.

NOVA does not guarantee that the course substituted will be accepted by other higher education institutions. Nor does NOVA guarantee that it will accept a course substitution from another higher educational institution. NOVA cannot guarantee that a substitution requested for a student pursuing a stated academic program will be acceptable if the student changes to a different academic program.

**3. 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:

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

#### **4. Procedures**

See [218P](#).

#### **5. Authority**

VCCS Policy 5.6.5.0.1 Substitution of requirements for students with documented disabilities, covered by the Americans with Disabilities Act of 1990 (ADA) and § 504 of the Rehabilitation Act of 1973, as amended.

[34 C.F.R. 104.44\(a\) Academic requirements.](#)