

## **Waiver/Substitution for Courses:**

Course Substitutions: Course substitutions may be reasonable accommodations for some students with disabilities, provided that: 1) documentation of disability clearly supports any request for substitution and 2) the essential requirements of the University's program are not compromised. Student requests for course substitutions are evaluated on a case-by-case basis.

The student shall initiate a course substitution request by obtaining and completing the Waiver/Substitution Exception to Undergraduate/Graduate Program Requirements form from the Office of Academic Record's website. [FORM CAN BE LOCATED HERE](#) (Form is third from the bottom of the page).

The completed form and the following documentation to support the request are submitted to the Disability Service's director at a scheduled meeting. The director and student can review the information and help attach proper documentation.

### **The documentation needs to include:**

- ✓ Verification of a disability from a licensed professional that would match the request for the course exemption/substitution.
  - ✓ Evidence of the current functional impact of the disability in relation to the need for a substitution.  
(The DS director will review the form and documentation)
1. The student will schedule a meeting with his/her adviser to review the request.
    - The DS director will provide a letter to the student outlining the request, making a recommendation and providing a disability-related justification.
  2. After meeting with the academic adviser the student delivers the completed forms and the DS director's letter to their department chair for consideration and a decision.
  3. If the academic department/chair approves the request for a course substitution, the department chair submits the form and the DS director's letter to the dean of the college for final approval.
  4. The student must follow up with the adviser, chair of the department, and the dean for a response on the request.

### **Office of Registration and Records:**

- If approved, the student's degree audit will be adjusted to reflect the exception.
- If the request is denied and the student wants DS director to help him/her with the appeal, the student will make a request for help via email to the director at [Natalie.Burick@sru.edu](mailto:Natalie.Burick@sru.edu).