



POLICY & PROCEDURE DOCUMENT

NUMBER: 6.1030

DIVISION: Student Affairs

TITLE: Student Accessibility Resource Center Course Substitution Request Policy

DATE: February 20, 2014

Authorized by: Administrative Council

I. Purpose and Scope

Title II of the Americans With Disabilities Act of 1990 [ADA] (42 U.S.C., Section 12102 et. seq.) states in part, that "No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, program, or activities of a public entity, or be subject to discrimination by any such entity." Under this Procedure, a student alleging noncompliance with the terms of Title II of the ADA may lodge a complaint alleging disability discrimination carried out by employees, other students, or third parties and seek a satisfactory resolution of said complaint. The University will take steps to prevent disability discrimination and/or harassment and to correct its effects, if appropriate.

The policy sets forth the procedure for requesting a course substitution as an accommodation for a disability. Nothing herein modifies or amends the [Authorizations for Exceptions to Undergraduate Academic Policies](#) procedure.

This policy does **not** apply to the following:

- Denial of Accommodation: Any student whose request for reasonable accommodation(s) was denied by the Student Accessibility Resource Center after completing the process provided in WKU Policy 6:1010; *Student Disability Accommodations / Section 504 and ADA Compliance*, or
- Failure to Provide an SDS Recommended Accommodation: Any student who completed the process provided in WKU Policy 6:1010; *Student Disability Accommodations / Section 504 and ADA Compliance*, was approved for accommodation(s), and was not provided those accommodation(s) (i.e., excluded from participation in or denied the benefits of any program, service or activity of WKU based upon his/her disability.)

- Students wishing to file a grievance pertaining to the foregoing should refer to WKU Policy 6.1020, *Student Grievance Procedure for Section 504 and ADA Compliance Denial of Accommodations*

Any other student grievances regarding unlawful discrimination based on disability shall be subject to the *Student Grievance Procedure* at <http://www.wku.edu/policies/docs/71.pdf>

II. Policy

All students must be qualified to participate in any program of academic study with or without reasonable accommodations. Therefore, students with disabilities are not excused from course prerequisites, GPA requirements, or degree requirements. However, in some limited circumstances it may be appropriate for a substitution, not a waiver, of an academic requirement such as a course. Such accommodations are made only when it is clear that the student's disability makes completion of the normally required course impossible and that such an accommodation does not alter the integrity of the academic program.

Evidence of a disabling condition affecting the skills needed for the required course must be provided to the Student Accessibility Resource Center. Course adaptation or accommodation must be considered before a substitution is granted.

III. Procedure

- A. A student requesting a course substitution as an accommodation for a disability must be registered with the Student Accessibility Resource Center. ("SARC"). The student must submit a written request to SARC, which will, in turn, convey the request to the SARC Academic Appeals Committee ("Committee").
- B. The student must provide the Committee with disability documentation from a qualified professional who confirms the disability diagnosis and provides supporting evidence of the need for a course substitution.
- C. Information regarding the following should be provided, if applicable:
 1. Any previous attempts to complete the course in question;
 2. Documentation of any other reasonable accommodation(s) requested by the student (i.e. assistive technology, exam accommodations, note takers);
 3. Evidence the student was diligent in using the resources or accommodations provided.
- D. The SARC Academic Appeals Committee will evaluate the request and supporting documentation, as follows:
 1. The Committee will determine if the disability warrants the substitution of a course for the degree requirement.
- E. If the SARC Academic Appeals Committee agrees that a substitution is warranted, they will determine (in consultation with the student) a specific course (that meets the intent of the category) to be substituted for the degree requirement.

- F. The chair of the SARC Appeals Committee will consult with the department head and / or dean of the student's major or minor regarding the course substitution if the course is required for a major or a minor.
- G. The Student ADA Compliance Officer of Student Services will forward the actions of the Committee to the Registrar to amend the student's degree requirements.
- H. The Registrar will notify the student in writing of the agreement to substitute the requested alternate course.