

**Arkansas State University
Access and Accommodation Services
Course Substitution Policy**

In accordance with the Rehabilitation Act of 1973, Section 504, colleges must be willing to modify academic requirements so that such requirements do not discriminate or have the effect of discriminating, on the basis of disability, against a qualified applicant or student. Modifications must be considered to the greatest extent possible without compromising a student with a disability's course of study and without compromising the integrity of any student's certificate or degree. Therefore, qualified students with disabilities may request that appropriate course substitutions be considered as a programmatic accommodation. **Academic requirements directly related to licensing requirement will not be regarded as discriminatory in relation to course substitution.**

On occasion, a student with a learning disability or other disabilities that present significant learning difficulties, may encounter a course(s) which the student is not capable of passing due to their disability condition (s). These courses usually are part of the core curriculum in the student's choice of major and are highly protected by accreditation criteria/requirements. When a situation arises where a student has given his/her "best effort" in a particular subject, but continually struggles to pass or even fails the course because of their disability, some type of action needs to be in place to assist these students. To this end, the Access and Accommodations office offers course substitutions to students who encounter this problem.

A course substitution allows a student to replace a course such as College Algebra or Foreign Language with a course of the same level (either 1000 or 2000 level) of the student's advisor's and chair's choosing or approval. Course substitution is a very delicate matter which requires the collaborative work of several university personnel. The process for requesting and receiving a course substitution is as follows:

1. Student must present up-to-date information about their learning disability and/or mental capabilities. Information can come in the form of psycho-educational evaluations, Individualized Education Plans (IEP), or detailed letter from a psychologist, mental health counselor, licensed rehabilitation counselor, or other healthcare professional. The information will be reviewed and recommendations will be made regarding the need for additional documents.
2. The student requesting a course substitution **must** be registered with the Access and Accommodation Services office (AAS). To complete the registration process, the student must a) complete the online/paper registration form, b) participate in an intake-interview with the director or a counselor in the AAS office, and c) turn in appropriate documentation.
3. The student must complete a Request for Course Substitution application, which requires several signatures from department and university officials.
4. The student should also turn in any and all information that might be supportive to their request. This includes but is not limited to: letters from instructors, records of tutoring sessions

or use of Writing and Math Labs, statements from tutors, and information about the frequency and duration of study periods.

5. The student's documentation will be reviewed by the Access and Accommodation Services office as required. An A-State Course Substitution Committee will review the student request and documentation for course substitution. Once the student's course substitution case is thoroughly reviewed by the committee, and discussed with the chair of the student's department major, a decision will be made and the student will be notified accordingly.

As it stands, the current course substitutions are as follows: College Algebra can be substituted for Critical Thinking (under University College) or Logic and Practical Reasoning (under Philosophy). As per the undergraduate bulletin, students can take Quantitative Reasoning instead of College Algebra if they choose. This course can be found under mathematics. However, Quantitative Reasoning *is not* a course substitution, so students don't have to go through the course substitution process for this. If a student wishes to take Quantitative Reasoning instead of College Algebra, this has to be approved by the chair of their department major.

Course substitutions for foreign languages are currently being explored.

The Committee chair is encouraged to notify the student, AAS, and the department in which the student seeks a degree of the decision. The A-State Registrar's Office will be notified if the student is approved for course substitution.

Please contact the Access & Accommodations Services office for more information regarding the course substitution process.

Contact Information:
Student Union (2nd floor)
dservices@astate.edu
870-972-3964

Arkansas State University
Access and Accommodation Services
Request for Course Substitution

Today's Date: _____

Name: _____

ID#: _____

Phone Number: _____

A-State Email Address: _____

Major/Minor: _____

Expected Year and Month of Graduation: _____

Reason for Substitution: _____

SUBSTITUTION:

<i>Required Course</i>	<i>Course Number</i>
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<i>Course to be Substituted (for Required Course)</i>	<i>Course Number</i>
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Have you attempted the required course before? YES NO

If so, specify the course(s) and the number of times taken and specify the grade(s) received.

Developmental Math 1: Number of Times Taken _____

Grade Received 1st Attempt: _____

Grade Received 2nd Attempt: _____

Grade Received 3rd or more Attempt: _____

Developmental Math II- Number of Times Taken _____

Grade Received 1st Attempt: _____

Grade Received 2nd Attempt: _____

Grade Received 3rd or more Attempt: _____

College Algebra: Number of Times Taken _____

Grade Received 1st Attempt: _____

Grade Received 2nd Attempt: _____

Grade Received 3rd or more Attempt: _____

Foreign Language: _____

Level of Language:

- Elementary 1- Number of Times Taken _____
- Elementary II- Number of Times Taken _____
- Intermediate 1- Number of Times Taken _____
- Intermediate II- Number of Times Taken _____

Grade Received 1st Attempt: _____

Grade Received 2nd Attempt: _____

Grade Received 3rd or more Attempt: _____

What kind of preparation was made to pass this course(s)? Examples: Tutoring, Study Groups, Use of Office Hours, etc.

I understand that the Course Substitution Committee will have to review my disability documentation during the decision making process, and I agree to having the individuals on that committee review the necessary documentation. Yes No

- Approved
- Not Approved

VP of Academic Affairs Signature _____ Date _____

Director of Access & Accommodation Services _____ Date _____

Chair of Department Major _____ Date _____

Student Advisor _____ Date _____

Student Signature _____ Date _____