

Course Substitution Disability Waivers *(Revised August 24, 2020)*

Criteria for Consideration:

- Overall grade-point average of 2.0 or better (without courses in area related to the petition).
- Diagnosis of a specific disability in the area related to the petition. The diagnosis must be made by a licensed clinical, counseling, or school psychologist and the evaluation process must have utilized assessment instruments that are age-appropriate for adults in a university environment.
- Student must have contacted the Office of Accessibility Services (OAS) regarding registering for services.

Process:

- Student is evaluated. (Note that there are circumstances under which OAS will grant temporary accommodations for a disability pending the outcome of the evaluation.) The student should be working with his/her academic dean's office throughout this process. The student is not required to attempt to pass the course prior to the petition for accommodation.
- Student submits full psycho-educational report to OAS, whose director writes a memo indicating what accommodations will be provided to the student and whether any temporary accommodations were provided during the student's previous coursework.
- OAS submits the full psycho-educational report, along with the memo detailing appropriate accommodations, to the academic dean for review.
- If appropriate, the academic dean submits a petition including these elements, in addition to the student's transcript and a memo detailing the request (e.g., specific course substitutions), to the Office of Faculty Development and Advancement.
- Appropriate petitions will be sent to the committee and a majority vote will determine whether each petition is granted. The chair may refer petitions containing irregularities to an advisory committee consisting of the OAS director and representative(s) from the Adult Learning and Evaluation Center.