Procedure to Request Substitution of Course Requirement

Student Responsibilities:

1. Register with the Office of Student Disability Services (OSDS) by following appropriate OSDS procedures.

2. Send letter to your Dean of School requesting a substitution for a specific course requirement (i.e. foreign language requirement).

3. Inform the Coordinator of OSDS of your intent to pursue a substitution for a course requirement.

4. Provide appropriate documentation to the Coordinator of OSDS to support this request.

5. If substitution is approved by Dean’s office, contact Dean’s office to determine which class(es) will be accepted as an appropriate substitution for that requirement.

   Note: For foreign Language requirements, begin with list of substitute courses provided by Arts and Sciences and confirm with your School/College.

6. Notify your academic advisor of the course requirement substitution.

The Office of Student Disability Services Responsibilities:

1. Review and staff documentation provided by student to determine if request for substitution of course requirement is supported by OSDS.

2. If OSDS supports the request, OSDS will send letter of support to the Dean of School or College in which the student is enrolled.

   Note: The substitution cannot constitute a substantial change in an essential element of the student’s curriculum. This will be determined in consultation with the school or college in which the student is enrolled.