COURSE SUBSTITUTION PROCESS

From FAU

Degree-seeking students who have a disability that prevents them from meeting Foreign Language or Gordon Rule math graduation requirements may request the accommodation of a course substitution as provided for in the Florida Board of Governors Regulations 6.018. The student needs to be registered with the OSD in order to obtain a course substitution as an accommodation. Granting a course substitution will depend on the nature and extent of the disability and its impact upon the student’s ability to successfully meet the requirement. Requests for course substitutions that would result in a significant modification of the program, those required for certification or licensure, or those that would be inconsistent with the student’s academic program will may be denied.

The following are the FAU guidelines for applying for a course substitution due to a student’s disability:

1. The student is required to have attempted the course with the accommodations officially approved and provided by the OSD, although the OSD Appeals Committee may officially waive the foreign language requirement in certain specific situations (in which case, precede to #4). For more information see the section, “OSD Appeals Committee” in this chapter. The course cannot be in an area of study deemed to be an essential element of the student’s major (for example, a business major could not request a course substitution in the area of math). The student should exhaust all possible levels of courses that are Gordon Rule acceptable before going to the Committee.

2. **Academic Petition Form** - If, upon attempting the course with the approved accommodations, the student does not do well, the student should withdraw from the course, and obtain an Academic Petition requesting to drop the course without a “W” after the deadline. The Academic Petition Form is obtained from the College of the student’s declared major (those with undeclared majors obtain petitions from Freshman Academic Advising) and can be submitted anytime during the petition process.

   The student will need to submit the following information:
   
   * A personal statement explaining the circumstances for the request for petition. The student should state that he/she has a disability, is registered with the OSD, and that he/she has attempted the course as part of the petition process.
   
   * A letter from the OSD counselor, through the Director’s office, stating that the student is registered with the office, and that the student is following the established procedures for obtaining a course substitution (if appropriate).
   
   * Follow all processes required by that college.

3. **Fee Remission Form** - After the Academic Petition is approved for the student’s request, the student will also need to submit a Fee Remission Form in order for the course tuition to be refunded to her/him. The Fee Remission Form is obtained from the Comptroller’s Office.

   The student will need to submit the following information:
A signature from the Office of the Registrar (or an attached copy of the approved Academic Petition) indicating that the student has been approved for a late withdraw without a “W.”

1. The student will need to obtain the LD Course Substitution Petition Form from the OSD. The student must submit the completed course substitution form along with the following information:

* Personal statement, (typed format preferred) requesting that the Committee on Substitutions for Students with Learning Disabilities consider her/his petition for a course substitution. The student should describe the effects of the disability, and how it impacts her/his ability to successfully complete this course(s). Student should include any information about attempts of this course(s).

* Unofficial transcript from FAU. If the student attended another college and the grades are not reflected on the FAU transcript, then a transcript from the other college should be included.

* Letters or supporting materials that document remediation attempts (including any high school records).

* Letter from the FAU professor who taught the course, documenting that the student attempted the course in good faith. The counselor can assist in this matter by sending the professor a “Foreign Language Substitution Letter” or a “Math Substitution Letter,” which specifically requests this information. A sample of these letters can be found at H:\Common\OSD Forms\FL Sub Letter Nicole or H:\Common\OSD Forms\Math Sub Letter Nicole.

* Documentation of her/his disability (not required if already on file with the OSD).

2. The student’s OSD counselor should review the petition packet to ensure that all components are included. If the student has been denied for a turned down for the substitution in the past, the original letter explaining the denial should be included. If the student’s case was previously heard by OSD Appeals Committee and approved to go ahead to the Committee on Substitutions for Students with Disabilities Sub committee, then a copy of the Appeals form along with committee’s determination should be included in the packet. Please ensure that full course numbers and title descriptions are included on the transcripts. If the petition packet is incomplete, return it to the student. If complete, the counselor completes a Summary of Student’s Documentation form which should include specific information such as students disability, semester the student attempted the course(s)–course(s) being petitioned, students strengths and students deficits. name of course(s) attempted and if accommodations were used. The counselor attaches this form to the student’s petition packet and submits the petition packet to the OSD Director. All petitions from OSD students should be in to the OSD Director by November 1st, April 1st, or July 1st (or the next appropriate school day). The Director will contact the Chairperson of the Committee on Substitutions for Students with Disabilities (who is the Director of Freshman Academic Advising Services), requesting that the committee meet. The committee meets once every semester in the last month of the semester after
midterm exams are completed. The “Summary of Student’s Documentation” form can be found at H:\Common\OSD forms\ Substitution Summary.

3. The FAU Committee on Substitutions for Students with Learning Disabilities will review the student’s information, and then make a decision regarding the petition. This committee is comprised of representatives from the Provost (Chair), Registrar, Office of Admissions, ESE department, mathematics department faculty member, and OSD.

4. The student will be notified in writing by the chairperson of the Committee on Substitutions for Students with Learning Disabilities regarding the committee’s decision. If the substitution is approved the student will be provided with a list of approved substitution courses.

Students will take substitute course(s) designated by the University instead of the previous requirements. For example, if the course(s) being substituted is Spanish, then the substitution course(s) will be from a list containing Latin American history, culture, etc. If one semester of language has been completed, then only one substitution course is required to meet the language requirement. If no language courses have been completed, then two courses from one designated area will be required to meet the language requirement. Designated areas of study include: Asian-African Culture and Civilization, European Culture and Civilization, and Latin American Culture and Civilization. A list of substitution courses is available to counselors, but should not be given directly to the student. Please be advised that for Gordon Rule Math requirements a student must obtain a C or better in the substituted course(s).