

COURSE SUBSTITUTIONS

Students with a disability that prevents them from meeting the Gordon Rule math or Foreign Language graduation requirement can request a course substitution of the course requirement in question. *Please note: course exemptions are not an option.* Approval of a course substitution depends on the nature and extent of the student's disability and its impact on the student's ability to successfully meet the requirement.

Course substitutions cannot significantly modify the fundamental nature of a degree program. **Therefore, course substitution requests are not accepted for the following:**

- Courses required for an academic program
 - Courses required for certification or licensure
 - If the request is inconsistent with the student's academic program or program objectives. For example, a business major cannot request a course substitution for math. Please see ***Course Substitutions Within a Major*** section.
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COURSE SUBSTITUTION PROCESS

A Course Substitution Petition should be submitted to Student Accessibility Services (SAS). Petitions are available from the student's SAS consultant. **Deadlines to submit the Petition are November 1, April 1, and July 1.**

Following are the Petition requirements:

- Complete the Course Substitution Application in full. Partial applications are not accepted.
- A typed personal statement explaining how the disability affects his/her ability to succeed in the class. Provide a history of taking the class and what type of assistance or remediation was received. Sign and date the typed personal statement.
- Provide an unofficial copy of FAU transcripts. Community college or transfer grades not reflected on the FAU transcript need to be documented on that institution's transcript and submitted as part of the Petition.

- A letter or support materials documenting remediation attempts, including high school records.
- Copy of the student's FAU DARS report (Degree Audit Reporting System).
- Copies of the student's documentation will be provided by the SAS consultant.

Once the Petition is complete, the student should meet with his/her SAS consultant to review the Petition. If all components are included and complete, it will be submitted to the SAS Director. Following the Director's approval, the Petition is submitted to FAU's Course Substitution Committee for consideration.

The Committee meets once per semester after midterm exams. The Committee will inform the student of the decision in writing in hard copy to the address on file with the University. If approved for a course substitution, the Committee will provide a list of potential courses for substitution. For Gordon Rule math substitutions, a grade of C or better must be earned in the substituted course.

COURSE SUBSTITUTIONS WITHIN A MAJOR

Occasionally, due to the severity of a disability, a student may request a course substitution for a course required for their specific degree program. For example, a student with a psychology major may request a course substitution for Statistics if their disability prevents them from successfully completing it. In this instance, a signed letter from the departmental chairperson informing SAS and the Course Substitution Committee that the department will concur with a course substitution should the Committee see fit to approve it.

Course Substitution Petitions within a major are not accepted without a letter from the departmental chairperson. If the department is not in agreement, the Petition will not be accepted.

COURSE SUBSTITUTIONS FROM ANOTHER UNIVERSITY

A student who has been granted a course substitution from another Florida public university must have this indicated on their FAU record. It must be confirmed by an official letter or transcript from the former university or college. After verifying

the documentation, the SAS consultant will submit the information to the SAS Director. Upon approval by the SAS Director, a letter will be sent to the Director of Undergraduate Programs requesting that the student's FAU transcript reflect the course substitution.

FOREIGN LANGUAGE ENTRANCE REQUIREMENT (FLENT)

Incoming students to FAU are required to complete two years of high school foreign language. Students who have not fulfilled this requirement must complete two semesters of a foreign language in order to graduate from FAU. If this requirement was not fulfilled in high school due to a disability, a student may petition for a course substitution. Please refer to the **Course Substitutions Within a Major** section if the course substitution requested is a degree program requirement.

If the foreign language course is not required for the student's degree program, the student can petition for a course substitution through the Undergraduate Office of Admissions.



Division of Student Affairs
Florida Atlantic University

COURSE SUBSTITUTIONS

Boca Raton Campus, SU 80, Room 133
561.297.3880
Fax: 561.297.2184
TTY: 711

Broward Campuses, LA Room 131
954.236.1222
Fax: 954.236.1123
TTY: 711

Northern Campuses, SR Room 111F
561.799.8585
Fax: 561.799.8819
TTY: 711

www.fau.edu/sas

*Alternate format is available upon request.