



University Community (faculty, staff and students)

SUBJECT (R*)	EFFECTIVE DATE (R*)	PROCEDURE NUMBER (R*)
COURSE SUBSTITUTION REQUESTS THROUGH DISABILITY RESOURCE CENTER	December 2016	2509.001b

PROCEDURE STATEMENT (R*)

Students who seek reasonable accommodation for their disability must meet with their Access Consultant at the Disability Resource Center (DRC) to determine what reasonable accommodations are consistent with each student's disability and advise academic units regarding those accommodations.

Reasonable accommodations for mathematics courses and foreign languages courses are typically provided consistent with the student's good-faith effort to complete the course successfully. Course substitution may be the appropriate reasonable accommodation in cases in which the undergraduate student cannot be successful in the course with reasonable accommodation because of the functional limitations imposed by his or her condition and when an appropriate substitute course can be taken to meet course requirements.

The DRC provides consultation to the academic units based solely on students' needs and the impact disabilities may have on specific courses. Ultimately, the determination of whether course substitution is reasonable lies with the academic unit. While the University is committed to assisting students with disabilities to participate fully in academic programs, the University is not required to fundamentally alter any programs or activities, including academic programs of study. Faculty members are the recognized experts in their fields and are responsible for identifying and describing the essential elements of academic degree programs.

Course Substitution Request and Implementation Process

Consideration of a course substitution is done on a case-by-case basis and requires the following actions:

The request process for course substitution and implementation is stated below:

1.The student must request a course substitution as part of his/her DRC accommodations plan. This request should be made at a minimum of two to three semesters prior to the student's anticipated completion of their degree requirements. The student's documentation must contain specific and reasonably current information that supports the request and be provided by licensed experts.

2.The DRC will send a formal request to the appropriate designee.

The letter from the DRC should include but is not limited to:

- The student's name, address, student I.D. number, and major
- The name of the course where the substitution is requested
- An explanation of the functional limitations related to their disability (not the specific diagnosis)
- A rationale for the substitution request
- A history of any previous attempts to complete the course in question
- Any past history of course substitutions granted by previously attended colleges or universities
- A statement that the appropriate documentation verifying the disability is on file with DRC

Except in cases when the substitution involves the University Core Curriculum (see paragraph below), the academic degree dean or his or her designee will forward the request to the program faculty committee overseeing the degree program who will then make a decision regarding the request and send the written response to the academic degree dean. The academic degree dean and program faculty may consult with the DRC staff to explore appropriate and reasonable accommodations related to pedagogy. The academic degree dean will be responsible for notifying the student and the DRC in writing of the result within 30 business days. When a substitution is granted, notification will include the results allowing for the requested course that may be substituted and the process to be followed for implementing the substitution. The process for implementation will include formal notification to the department

chairperson and the Registrar of the approved substitution.

When the request of substitution pertains to Florida International University's Core Curriculum requirements the Assistant Vice President for Undergraduate Education or his or her designee will review and forward its recommendation in writing to the DRC and the student. When a substitution is not approved, notification will include the reasons why the course could not be substituted.

Fees/Charges: There is no charge to students for course substitution. However, the student must bear the cost of providing the documentation of his or her disability.

Permits/Identification Required: Students must first be registered with the Disability Resource Center (DRC) and have current documentation of a disability that clearly substantiates that the disability significantly affects his/her academic performance in the subject area.

Records Management: DRC maintains records of the students who requested course substitution, the documents approving or denying the request, along with the supporting documentation, are kept in the student files.

REASON FOR PROCEDURE (O*)

Florida International University recognizes that in unusual circumstances, certain disabilities may prevent a student from successful completion of a specific course, even with reasonable and appropriate accommodations. Substitutions are made on a case by case basis with the intent that the integrity of the academic program will not be compromised.

RELATED INFORMATION (O*)

Under §504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Florida Education Equity Act, and the regulations interpreting these statutes, qualified students with disabilities are required to be given reasonable auxiliary aids and services.

A description of DRC services, which gives an abbreviated version of this procedure, is contained in the University catalogue and the student handbook.

DEFINITIONS (R*)

"Degree requirements" are the courses, internships, placements etc. that a student must successfully complete to receive a degree.

"Course substitution(s)" are those that the appropriate academic unit designates as alternate course(s) to meet the degree requirement(s).

HISTORY (R*)

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Student Affairs
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Disability Resource Center
Florida International University
11200 S.W. Eighth Street, GC 190
Miami, Florida 33199
Telephone Number (305) 348-3532

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fiu.edu/>.

For any questions or comments, the "Document Details" view for this procedure online provides complete contact information.

FORMS/ONLINE PROCESSES (O)

Links to the above referenced Form(s) available in the "Document Details" Section of the online version of this policy document.

***R = Required**

***O = Optional**