

3-27-2014

## SR-13-14-69 BAPC

Marshall University

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### Recommended Citation

Marshall University, "SR-13-14-69 BAPC" (2014). *Recommendations*. 120.  
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**BUDGET & ACADEMIC POLICY COMMITTEE  
RECOMMENDATION**

**SR-13-14-69 BAPC**

Course Substitution Policy:

Please see attached copy of Course Substitution policy with recommended changes by the BAPC to that policy:

**RATIONALE:**

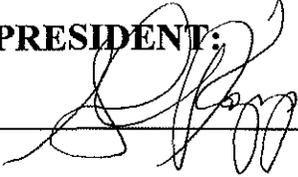
The present Course Substitution Policy relates only to the subjects of Math and Foreign language and only to learning disabilities. The new Course Substitution Policy is more student-centered and broadens the scope of the current policy to include a range of disabilities and situations affecting all disciplines. This policy provides more latitude and flexibility in meeting student needs and makes compliance with ADA easier.

**FACULTY SENATE CHAIR:**

APPROVED BY THE  
FACULTY SENATE: Eldon R. Larsen DATE: 3/27/2014

DISAPPROVED BY THE  
FACULTY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**UNIVERSITY PRESIDENT:**

APPROVED:  DATE: 4/8/14

DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

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## COURSE SUBSTITUTIONS

Students may apply for course substitutions or waivers to accommodate disabilities under the following policy:

### Conditions:

A student seeking a course substitution or waiver due to the presence of a disability must meet the following conditions:

- Completion of the Course Substitution/Waiver Form. This form requires that the student attach a recent (within two years) diagnosis of a disability warranting a substitution or waiver. (The form is available in the Office of Disability Services, the H.E.L.P. office, the Buck Harless Student Athlete Program office, college deans' offices, and the office of the Dean of Student Affairs.) A licensed psychologist, a licensed school psychologist, or a properly credentialed education specialist must have made the diagnosis in the case of a learning disability.
- Verification on the Course Substitution/Waiver Form from the dean of the student's college, upon recommendation by the faculty of the department in which the student is a major, that the course for which a substitution is requested is not an integral part of the student's course of study. If the course is integral to the course of study the substitution or waiver request shall not go forward.
- Submission of the Course Substitution/Waiver Form to the Office of Disability Services.

### The Committee

The Course Substitution Committee will consist of three faculty members. Two faculty members, appointed annually, will have expertise in areas related to disabilities and academic accommodations. The first faculty member will include the Marshall University Psychology Clinic Director or their designee. The second faculty will be a member with expertise in accommodating disabilities and is appointed by the Dean of the College of Education. The third faculty member is to have expertise in the discipline of the course for which the student is requesting substitution or waiver, thus this faculty member will vary. The third faculty member will be appointed by the dean of the college that houses the discipline of the course for which substitution/waiver is requested. The Office of Disability Services is responsible for notifying the appropriate academic dean that an appointment is necessary for the purpose of considering appropriate courses for substitution.

## Procedure

Submission of the Course Substitution Form by the student to the Office of Disability Services initiates the process.

The Office of Disability Services confirms that a diagnosis of a disability is presented by the student and that the disability is known to hinder or prevent successful completion of the course of study for which the substitution is requested. If there is no such diagnosis the request is denied. If the appropriate diagnosis is presented the Office of Disability Services proceeds to form the committee by securing, from the appropriate academic dean, the faculty appointment required for the Course Substitution Committee. All materials submitted by the student are forwarded to the committee members with a certification that the student has presented a diagnosis of a disability warranting a substitution. The committee is charged with identifying courses that would constitute appropriate substitution and reporting this courses to the Office of Disability Services.

A representative of the Office of Disability Services convenes the Course Substitution Committee and facilitates its work. The committee will meet up to two times a semester to address all pending requests and assign specific courses for substitution. The Office of Disability Services will report decisions to the student and include the student's dean in all correspondence.

A student who is denied a course substitution or waiver may appeal in writing within 10 working days to the Provost/Senior Vice President for Academic Affairs, whose decision is final.

Students should be aware that a course substitution/waiver would not be valid at any other institution and would have to be approved by the new college or department if the student changes major or declares a second major at Marshall University.