

Salisbury University

Policy On Course Substitution Or Waiver Based Upon Disability

Salisbury University (“SU”), in keeping with Section 504 of the Rehabilitation Act of 1973 as amended and the American with Disabilities Act of 1990, provides the following process for students with disabilities to seek a course substitution or waiver for a general education course or a program requirement. SU reserves the right to amend this policy as circumstances require. For the most updated version of Salisbury University’s Policy On Course Substitution Or Waiver Based Upon Disability, please refer to the SU website, [\[LINK\]](#).

A general education course or program requirement substitution or waiver will be considered on a case-by-case basis. A substitution may be granted in a situation where a student is otherwise qualified to participate in the program in which they are enrolled, but, due to a disability, is unable to meet requirements for a specific course and no alternative accommodation within that course can be established. Waivers will be granted in the rare case where the requirements for a substitution are met, but there is no appropriate alternative course. In such instance, SU may require the student to fulfill the general education requirement through an alternative method to ensure general education competencies are met.

Course substitution and/or waivers will not be granted if doing such would fundamentally alter the nature of the student's program of study. Substituting or waiving a specific course does not reduce the number of credits required for completion of a degree program. The full number of credits required by the program must be earned for graduation.

Each course substitution and/or waiver request will be considered and approved or denied in the light of the student’s current course of study. As a result, if a student changes their major and/or minor following the receipt of a course substitution and/or waiver, the student will be required to resubmit their request for a substitution and/or waiver, following the process outlined below beginning with “Step 2.” Failure to complete this process may result in the loss of the course substitution and/or waiver.

SU may not accept a course waiver and/or substitution approved by another college or university. Students should follow the steps outlined in this policy to request a course substitution and/or waiver at SU. Additionally, course substitutions and/or waivers granted at SU may not be granted by other higher education institutions.

Section I: Process for Requesting a Course Substitution or Waiver

To request a course substitution and/or waiver based upon disability, students should complete the following process.

Step 1: Students should submit documentation of their disability to the Office of Student Disability Support Services (OSDSS) which meets the disability documentation criteria set forth in Section II of this document.

Step 2: Once the OSDSS has evaluated the submitted disability documentation and has confirmed that the student's documentation meets the necessary criteria for receiving reasonable accommodations, the student should contact the OSDSS in order to schedule an intake appointment with OSDSS staff. At this meeting, the student and OSDSS staff member will discuss and review the student's request for a course substitution and/or waiver, as well as possible other academic accommodations short of substitution and/or waiver that may be suitable.

Step 3: The student shall complete the SU Course Substitution or Waiver Request form provided by the OSDSS and submit it along with a written detailed statement that includes the rationale for the substitution and/or waiver and other relevant information such as experiences with previous related course work, what disability accommodations were discussed with the OSDSS and why participation would still be limited in the class in which the student is requesting a substitution and/or waiver, to the Assistant Vice President of Academic Affairs.

Contact Information

Holloway Hall, Room 238
Salisbury University
Salisbury, MD 21801
Fax: 410-548-2587
Phone: 410-543-6020
Email: [ADD EMAIL]

Step 4: Upon receipt of the SU Course Substitution or Waiver Request form, the Assistant Vice President of Academic Affairs shall convene a committee to review the request. The committee will consist of the coordinator of the OSDSS or designee and the Assistant Vice President of Academic Affairs or designee. On a case-by-case basis and as needed, the dean of the school/college or designee, a program director or designee from the student's academic program, and a faculty member from the content area/discipline of the course may also be invited to consult with the committee regarding the academic impact of the request. The Assistant Vice President of Academic Affairs will inform the student in writing of the decision within 15 working days from the receipt of the request and the required documentation. The decision letter shall include information on the appeal procedure and timeline.

Commented [KM1]: To Susan Melissa and Jason,
I noted there needed to be an edit here but I cannot tell what the change was.

Section II: Disability Documentation Criteria

- All documentation should contain the date of the student's evaluation. This date of evaluation should be no more than five years prior to the date which it is presented to the OSDSS;
- All documentation submitted should contain a comprehensive written evaluation, prepared by a qualified professional. Generally, assuming that the presented documentation meets all criteria stated in this Policy, testing results and interpretive summaries from psycho-educational evaluations are appropriate for documenting learning and cognitive disabilities, a report prepared by a psychiatrist or psychologist is appropriate for documenting

ADD/ADHD and psychological disabilities, and a physician's report is appropriate for documenting medical and physical disabilities;

- Documentation should include a statement of diagnosis of a disability, a description of that disability and a description of the nature and severity of the student's disability;
- Assessment information, on which the professional made their diagnosis of the student's disability should be featured in the documentation;
- For diagnoses of learning disabilities only, an interpretative summary of the student's disability which addresses how patterns in their cognitive ability, achievement, and information processing are impacted by their disability should be included;
- For all diagnoses, a statement of how the student's disability impacts them in an academic setting and the course at issue in particular should be included;
- Recommendations for reasonable accommodations should be included; and
- The documentation should be typed on appropriate letterhead and include the name, title, address, phone number, and signature of the professional who prepared the documentation.

Section III: Recommended Timeline For Requests

To best serve the needs of the student, SU recommends that a student requesting a course substitution and/or waiver present the request within 90 days of declaring and/or changing their major and/or minor. However, late requests will be considered, as appropriate.

Section IV: Appeal Process

Students who are denied a requested course substitution and/or waiver are entitled to appeal that decision to the Provost. A written appeal must be received by the Office of the Provost within 10 business days of receipt of the decision of the committee. The appeal letter shall include a summary of the request, the sought after solution and specific grounds for appeal. It shall be sent along with a copy of the SU Course Substitution or Waiver Request form and the committee's decision letter to:

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Salisbury University
Salisbury, MD 21801
Fax: 410-548-2587
Phone: 410-543-6020
Email: *[ADD EMAIL]*

Generally, within 15 business days of the submission of the written appeal, the Office of the Provost will issue a decision in writing to the appropriate parties and OSDSS. This decision shall be the final decision of the University regarding the request for a substitution or waiver of a course based upon disability.

Salisbury University

Request For Course Substitution Or Waiver Based Upon Disability

Please read the “Salisbury University Policy On Course Substitution Or Waiver Based Upon Disability” before completing this form.

Name: _____ Date: _____
Last First M.I.

Student ID#: _____ Expected Date of Graduation: _____

Major: _____ Minor (*if applicable*): _____

Permanent Address:

Contact Information:

Email: _____ Phone #: _____

Are you requesting a course substitution or waiver? _____

I am requesting a course substitution or waiver of a general education course or program elective. This request complies with the Salisbury University Policy On Course Substitution Or Waiver Based Upon Disability.

The course I am requesting to be substituted or waived is:

Course Name and Department

Per Section I, Step #3, of the Policy On Course Substitution Or Waiver Based Upon Disability, please attached the detailed written statement.

I have investigated how the proposed substitution or waiver may affect my further study at Salisbury University and/or other post-secondary institutions. I understand the course substitution or waiver, if granted, does not waive general education or program requirements and that the full number of credits required for graduation in the degree program must be met. Furthermore, I understand that in the event that I change my major/course of study, I am required to resubmit a request for a substitution or waiver for reconsideration, given the requirements in my new degree program.

Student Signature

Request For Course Substitution Or Waiver Based Upon Disability

This statement shall accompany the student's Request For Course Substitution Or Waiver Based Upon Disability form. Please state clearly the rationale for your request and relevant information about why you feel you would be unable to successfully complete the course listed on your Request For Course Substitution Or Waiver Based Upon Disability form.

RATIONALE:This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

Date _____