

Final Version of The Course Substitution Policy, Voted on and Accepted by the Faculty Senate on 09/07/06

Course Substitution Policy

The University of Tennessee at Chattanooga is committed to providing students with disabilities the opportunity to engage fully in all programs and activities. It is University policy that students with disabilities receive reasonable accommodations *within their academic courses* to access information and assess their knowledge. In extraordinary circumstances, when it is found that such accommodations are not successful, a course substitution may be granted.

Before beginning the petition process for a course substitution, the student must provide the Office for Students with Disabilities current diagnostic evidence of a qualifying disability. The Office for Students with Disabilities will then determine whether the student has a substantially limiting disability as defined by The Americans with Disabilities Act.

When a student is classified as having a qualifying disability, the Office for Students with Disabilities will collaborate with the course instructor and department head to establish the reasonable accommodations and course modifications that best fit the student's needs. The student will then make a good faith effort (e.g., routine attendance, demonstrated attempt to complete assignments, and other behaviors that may be specified) to participate in the course. If after this attempt, the student is unable to achieve a satisfactory grade¹ in the course, he or she may begin the petition process:

- The student discusses the need for a substitution with the Office for Students with Disabilities.
- The Office for Students with Disabilities reviews the student's documentation and academic history to determine the nature of the disability and the functional limitations resulting from the disability.
- If appropriate accommodations have been used in the course, the student may write a letter requesting a course substitution. In this letter, the student must explain the impact of his or her disability and the attempts he or she has made to pass the course. In addition, the student must request a letter from the course instructor explaining the accommodations the student used in his or her attempt to pass the course.
- The letter of petition is received by the Course Substitution ~~and Waiver~~ Committee. This committee is appointed by the Provost and includes representatives of the Petitions and Academic Standards committees. The Registrar and the *Director* of the Office for Students with Disabilities serve as *ex officio* members. Further members may be named by the Provost.
- The Office for Students with Disabilities and the student meet with the Course Substitution Committee to discuss the case.

¹ A satisfactory grade is either a passing grade or a grade which permits the student to qualify for another required course.

- The committee then meets with the heads of the student's major department and the department offering the course to determine if the course in question is an essential element of the program of study. For all programs of study, all categories of the General Education Program are to be considered essential elements.
- The committee issues a decision on the student's petition and informs the student and the departments involved of the decision.
- The student or the department may appeal the decision of the Course Substitution Committee to the Chancellor within ten (10) days of the decision.
- If the course substitution is granted, the student may submit a petition to the Petitions Committee or Graduate Council requesting that an unsuccessfully completed course be removed from his or her transcript, once the substituted course is successfully completed.