

### **Course Substitution Policy**

The University of Tennessee at Chattanooga commits to providing students with disabilities the opportunity to engage fully in all programs and activities. To support this philosophy, it is University policy that students with disabilities receive reasonable accommodations to access information and assess their knowledge. Reasonable accommodations may include modifications to the course. In extraordinary circumstances, when it is found that such accommodations are not successful, a course substitution may be granted.

Prior to 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 make the determination 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, that will affect his or her performance in a specific course, the Office for Students with Disabilities will collaborate with the course instructor and/or department head to establish the reasonable accommodations and course modifications that best fit the student's need. If the student attempts and fails to succeed in the course with modifications and/or accommodations, or if the student believes that the accommodations will not be sufficient to allow a reasonable chance for success, he or she may ask the Provost to empanel an ad hoc committee to consider a course substitution. The student must consult with his or her academic advisor, the course instructor, and/or the relevant department heads prior to requesting the substitution.

The course substitution petition process is as follows:

- The student discusses the need for a substitution with the Office for Students with Disabilities, the academic advisor, the instructor, and/or department head.
- 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 considered for the course and the student believes a substitution is necessary, the student must write a letter requesting the substitution. In this letter, the student must explain the impact of his or her disability and any attempts he or she has made to pass the course.
- The committee will be appointed by the Provost, and will include but not be limited to representatives of the Petitions and Academic Standards committees. If the student is a graduate student, a representative of the Graduate Council will also be included. The Registrar and the Director of the Office for Students with Disabilities will serve as ex officio members. One faculty member from each of the involved departments (student's major and department offering the course) will serve as ad hoc voting members. Other members will be determined by the Provost.

- The Office for Students with Disabilities and the student will meet with the Course Substitution Committee to discuss the case.
- The committee will then meet with faculty and the heads of the major department and the department offering the course to determine if the course is an essential element to the program of study. The committee will consider all suggestions from the department as viable options.
- After deliberate discussions with faculty, staff and administration, the committee will make a determination and inform the student and the departments involved of the decision. The committee may approve or suggest a substitution, or require the student to attempt the course with accommodations.
- 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 can then petition to the Provost to have the failing grade removed from his or her transcript.

All petitions are approached on a case by case basis. No individual case will establish a precedent.