

ALBRIGHT COLLEGE COURSE SUBSTITUTION ACCOMMODATION POLICY

Rev. 4.10.24

Course Substitution Policy:

For any course, students may request an accommodation if they provide diagnostic evidence of a disability or medical condition that specifically and substantially interferes with learning the course requirements. Only relevant diagnoses based on testing and assessment performed by licensed and qualified clinicians and/or physicians will be considered. The college has designated the Student Accessibility and Advocacy (SAA) office as the office that sets documentation requirements for academic accommodations for students with disabilities and medical conditions. The Student Accessibility and Advocacy office makes determinations on all academic accommodation requests case by case, based on the documentation and consultation with the student. This collaborative process can involve discussions with relevant faculty and outside clinical consultation if warranted. [Documentation standards](#) can be obtained on the Albright College website, or from the Director of Student Accessibility and Advocacy by email at SAA@albright.edu.

Students who receive accommodations for classes and who, with diligent effort, still cannot succeed because of a disability, may request a substitution for general educational courses. Courses that are required for an identified major and for which understanding of course content is considered essential to the degree will not be eligible for a substitution. General education courses which are “captured,” meaning that they meet the requirement for both the general education credits and course major requirements, are not eligible for course substitution.

General education courses are one of the vital liberal arts requirements of Albright College. Students who request a course substitution may be asked to complete the course before consideration of a substitution, utilizing reasonable accommodations and tutoring, to determine if they can be successful with appropriate support. Records indicating whether they were approved for and used accommodations during this course, as well as whether they received tutoring through the Student Success office may be requested as part of the decision-making process. If a student is requesting a substitution for a course in which they are currently enrolled, instructor input and academic measures of accomplishment to date may also be requested. If a student has a related diagnosis and substantial documentation that suggests attempting a course will result in inevitable failure, students may be eligible for a course substitution without prior attempts to complete the course for which they are seeking substitution.

If a substitution is granted for reason of disability, past non-quality grades earned at Albright College in the specific substituted courses may be converted to “W” (withdrawal) grades at the student’s request. This change is not automatic. The student must make this request in writing to the registrar’s office. Course credit will be lost for any class that is converted to a W; therefore, it is recommended that students consult with their academic advisors.

****If the student changes majors after a course substitution is granted, the course substitution approval may be revoked if the course that was substituted is determined to be necessary for the new selected major.**

All evaluation, diagnosis, and related costs incurred by a student seeking this substitution are solely the responsibility of the student. Students are strongly advised to make such requests in the first year or, at the latest, the second year, to complete the required courses and remain on track for graduation.