

## ALBRIGHT COLLEGE COURSE SUBSTITUTION ACCOMMODATION PROCESS

Rev. 4.10.24

To request a course substitution, students must adhere to the following guidelines, ensuring that they have completed the necessary steps to demonstrate their academic needs and utilization of resources.

### Request Accommodation

Course substitutions are reviewed as an accommodation that is necessary due to a disability; therefore, if the student is not already registered with the SAA office, they must complete the application for accommodations through the SAA office and provide documentation in accordance with the [documentation standards](#) for their specific disability. Students who do not have a documented disability are not eligible for a course substitution.

### Letter of Appeal

Students wishing to request a course substitution must initiate the process by submitting a letter of appeal to the SAA office outlining their disability and the resulting challenges that impede their successful completion of the course requirements. This written statement should encompass their academic experiences in both K-12 and college settings, particularly in related areas of study. Additionally, the student should elaborate on the reasons they believe their disability hinders their capacity to fulfill the course requirements. The SAA office will not begin any preparation for a course substitution appeal until this letter is received.

### Release of Information

The student's request will be presented anonymously to the review committee; however, there is the possibility that the student's information may be recognized by a committee member. For this reason, the student must complete a release of information request to permit the SAA office to share information with the reviewing committee. The viewing committee has been designated as the General Educational Committee (GEC).

### Timing of Request

Generally, students are required to take the course for which they are seeking a substitution before submitting a substitution request. This ensures that they have firsthand experience with the content and can articulate specific reasons for the substitution if they are not successful in a class. Often students will find that it is possible to be successful in a class when they utilize their accommodations and other college support offices. If a student is not successful in passing a course and feels that this is directly related to their disability, the student may request a course

substitution. A student may request a course substitution without a prior attempt at a course if they feel, based on prior experience and supporting documentation, that an attempt is likely to result in failure. It is recommended that course substitution requests be submitted during the first or second year at Albright College to allow for successful progress toward their college degree.

### **Accommodations Utilization**

Before requesting a course substitution, the student should have actively utilized any approved accommodations provided by the SAA office. These may include but are not limited to extended exam time, note-taking assistance, or other reasonable accommodations outlined in their Accommodation Approval Letter (AAL).

### **Tutoring Recommendation**

Students should actively engage in tutoring services relevant to the course for which they are seeking substitution. This aims to ensure that students have made a genuine effort to succeed in the course with additional support.

### **Documentation and Request of Records**

All information is subject to verification. Information may be requested from the course professor as documentation of the student's active participation in the course, use of accommodations, and attendance. Tutoring records and information from academic coaches may be requested. Excerpts from the student's clinical documentation will be provided to the GEC, as appropriate, to support the student's request.

### **Consultation with Academic Advisers/Department Chairs**

Before submitting a course substitution request, students are strongly encouraged to consult with their academic advisers. Advisers can guide on the implications of their substitution on academic progress and provide information on whether the course in question is a course which is required for their intended degree. The SAA office will consult with the academic advisers and or department chairs to ensure that a course substitution, if approved, will not fundamentally alter the requirements for the student's intended college degree.

### **Review Process**

Decisions regarding substitution requests undergo a thorough case-by-case review by the General Education Committee (GEC), working closely with the SAA office. It is important to emphasize that approval is not guaranteed solely based on a diagnosed disability. The GEC carefully considers the student's written letter, supporting documents, feedback from academic support services and recommendations provided by the director of SAA. To ensure the student's confidentiality, identifying information is not provided to the committee and the student is not present.

The GEC determines whether the course is essential for the student's academic path. Generally, if a substitution would not fundamentally alter the degree requirements, the GEC will align its decision with the recommendation of the SAA office; however, it may make an independent decision if there are extenuating circumstances.

### **Decision Notification**

The student will be notified of the committee's decision in writing by the Academic Affairs office. If approved for a course substitution at Albright, the student must complete an equivalent number of credits. An approval is a course substitution, not a credit exemption. All replacement credits must be selected from an approved list of courses provided by the department to the registrar's office. A list of approved courses will be available at the registrar's office and the substitution may only be chosen from this list. Course substitutions taken as an accommodation will not count toward any other degree requirement. If a course substitution is approved, it is contingent upon the student graduating with the major that was declared at the time of the course substitution approval.

**According to the policy, if a student changes majors after the approval of a course substitution, the approval for that substitution may be rescinded if the substituted course is deemed essential for the student's intended degree.**

### **Student Follow-up Considerations**

If a course substitution is granted, the student must notify the registrar's office in writing if they want any prior non-quality grades in the substituted course to be changed to a W. If the student does not notify the registrar's office of the desired change the grade will remain on the transcript and any credit earned will be preserved.

### **Appeals Process**

A student who disagrees with a decision regarding a course substitution decision should speak directly with the director of the Student Accessibility and Advocacy office to resolve the issue via an informal discussion of the decision. If a satisfactory resolution cannot be reached, an appeal should be directed to the provost, via a letter. A determination will be made within one month of the provost's receipt of the appeal letter. If the student contests the decision on an appeal to the provost, he or she should then appeal to the college's affirmative action officer, who is the Director of Human Resources. All appeals must be submitted via a formal letter. Email requests will not be considered.