

UD Associate in Arts Program Foreign Language Course Substitution Request Policy

Students in the Associate in Arts Programs of the University of Delaware, who have a documented disability affecting their ability to successfully complete a foreign language requirement for their degree, may request permission for a course substitution(s). In all cases, justification of a request for substitution requires evidence of the disability's impact upon the student's ability to learn the course material. Requests made without the required documentation on file cannot be considered.

Substitution requests based on a disability are handled by the University's Documentation Review Committee (DRC), which is composed of members of the staff of the Academic Enrichment Center (AEC), Americans with Disabilities Act (ADA) Office, Center for Counseling and Student Development, and faculty representatives.

If the request is approved, the student must *without exception* fulfill a set of alternative courses, to be taken in substitution for the regular requirement. The Director of the University Advisement Center will formulate the content of this set of course substitutions on a case-by-case basis, in consultation with the student. Requests for absolute waivers of these requirements (without a set of course substitutions) will not be considered.

For students who plan to continue their studies beyond the baccalaureate degree: Please note that, while approved substitutions will be adequate for graduation, they may not meet the requirements for admission to a graduate/professional school (e.g., law, medicine).

This policy and the attached procedure apply only to students in the Associate in Arts Programs at UD Academic Centers in Wilmington, Dover, and Georgetown.

The Process: UD Associate in Arts Program Foreign Language Course Substitution Requests

Students requesting approval for a substitution must:

- ***Have approved documentation of the disability on file with the appropriate office.*** If you have not completed this step, contact your Faculty Coordinator to begin the process. Students with LD and/or ADHD must be determined eligible for accommodations through the Academic Enrichment Center (AEC); students with other disabilities must be registered with the Americans with Disabilities Act (ADA) Office. Guidelines for this process are available at:

AEC
148-150 S. College Ave.
831-2805
www.aec.udel.edu

ADA
413 Academy St., #165
831-3670 (TDD 831-4563)
www.udel.edu/ADA

- ***Write a letter to the Documentation Review Committee (DRC)*** describing how the disability has had an impact, through problems in high school (or earlier) until the present time. For example, if you did not take a foreign language in high school and/or college, a detailed explanation of the reason(s) for not attempting courses, along with evidence of a disability relating to difficulties in learning a foreign language, must be provided.
- ***Submit the letter of request that you have written, along with any additional supporting documentation*** to the Documentation Review Committee, c/o AEC (148-150 S. College Ave; phone 831-2805; fax 831-4128).

Once all the information is received:

- ***The DRC will evaluate the information submitted*** and determine whether there is sufficient evidence to support the course substitution request. You will be notified in writing of the DRC decision. **This process can take several weeks.**
- ***There will be a course substitution meeting, if approved.*** AA students approved for a course substitution must meet with the Director of the University Advisement Center to establish the appropriate alternate courses to be taken. **You must allow sufficient time to complete the course substitution for the 4 credits required for the Associate in Arts degree. If you continue in a bachelor degree program, additional approved courses will be needed to meet the degree requirements. Therefore, we recommend that students submit a request for a course substitution by the end of their third semester of matriculation.**

Information on the appeals process is available at www.aec.udel.edu/LD_ADHD.