

Requesting Course Substitutions on the Basis of a Disability
UNIVERSITY OF DELAWARE COLLEGE OF ARTS & SCIENCES

College Skill Math Course Substitution Request Policy

Students in the College of Arts and Sciences, who have a documented disability affecting their ability to successfully complete a course to fulfill the College Skill Math requirement for their degree, may request permission for a course substitution. 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* complete an alternative course, to be taken in substitution for the regular requirement. The Assistant Dean of Arts and Sciences Student Services will formulate this course substitution on a case-by-case basis, in consultation with the student. Requests for absolute waivers of this requirement (without a course substitution) 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 with a major in the College of Arts and Sciences. If your major is in a different college, please consult your Assistant Dean for instructions.

The Process: College Skill Math 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 the appropriate office below. 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	ADA
148-150 S. College Ave.	413 Academy St., #165
831-2805	831-3670 (TDD 831-4563)
www.aec.udel.edu	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. This should include a detailed explanation of the reason(s) for not attempting courses, along with evidence of a disability relating to difficulties in learning math.
- **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.** Students approved for a course substitution must meet with the Assistant Dean of Arts and Sciences Student Services to establish the appropriate alternate course to be taken. **You must allow sufficient time to complete the course substitution, which typically amounts to 3 credits. Therefore, we recommend that students submit a request for a course substitution by the end of their second year of matriculation. In the case of transfer students, requests should be made at least two semesters prior to the anticipated graduation date.**

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