

Title: Course Substitutions/Exceptions for Students with Disabilities	Policy No. 1.12 Effective: Fall 2004
Category: Programs and Curricula	Revisions: Spring 2011; Fall 2017 Last Reviewed: AY2017

Policy Statement: A student with a documented disability may request a course exception (substitution/waiver) from the appropriate department chair/school director. A course exception requires approval from the appropriate department/school director and dean. A department/school with a course listed in a university core area has the authority to initiate a course exception for that department's/school's course for individual students. The authority to approve exceptions in academic course and major requirements for individual students resides with the department/school director and dean of the major. An academic department/school will not authorize a course exception when the course is essential to the degree being sought and an exception is a fundamental alteration to the program. If the academic department/school has denied a student's request for a course substitution/waiver and the student remains unable to complete a course due to disability, the student may have his/her appeal considered by the Academic Affairs/Disability Support Services Course Exception Appeals Board. Information regarding the course exception appeal process is located on page two of this policy.

Background:

Purpose: Establish a process for students with disabilities to request exceptions to degree requirements.

Implementation Date: Fall 2004

Related Procedures: See page two of this policy.

Coordinating Offices: Registrar, Disability Support Services, Chairs/School Director, Deans and Provost.

Academic Affairs Point-of-Contact: Associate Vice President for Academic Affairs

Policy approved by the Provost/Vice President for Academic Affairs on May 26, 2004.
Policy revision approved by the Provost/Vice President for Academic Affairs on May 16, 2017.
Policy revision approved by the Provost/Vice President for Academic Affairs on November 2, 2011.

COURSE EXCEPTION (SUBSTITUTION/WAIVER) APPEAL PROCESS FOR STUDENTS WITH A DOCUMENTED DISABILITY:

A student with a documented disability may seek an appeal for a course exception (substitution/waiver) if the academic department has denied a student's request for a course exception and the student remains unable to complete a course due to disability.

Authorized Approval of course exceptions: If the student and the academic department mutually agree upon a course exception (substitution/waiver), the course exception will be authorized by the department chair/school director and dean.

- ***University Core Requirement:*** A department with a course listed in a university core/general education area has the authority to initiate a course substitution/exception for that department's course in the area for individual students.
- ***Course requirement in the major component of the degree:*** The authority to approve exceptions in academic course and major requirements for individual students resides with the department chair/school director and dean of the major.

Exceptions to OSRHE level policy require approval from OSRHE through the university President, or in certain instances, his designee.

Course Exception (substitution/waiver) Appeal Process:

If the academic department has denied a student's request for a course exception and the student remains unable to complete a course due to disability, the following steps must be completed.

1. The student must file a written, formal request for a course exception (substitution/waiver) with Disability Support Services (DSS). This request must be received by DSS prior to enrolling in the student's final semester to avoid last-semester negotiations.
2. Within five instruction days of receiving the formal request, DSS will present the course exception request in writing to the Office of Academic Affairs for consideration by the Academic Affairs/DSS Course Exception Appeals Board. The board consists of representatives from the following areas: one representative from the Academic Affairs Curriculum Council, Disability Support Services, the Dean's Office and the Chair or faculty representative as defined in the authorized approval section above, and the Registrar. Additional representatives may be added if members of this board deem it necessary.
3. Within ten instruction days of the referral from DSS, this board will determine if the requested exception constitutes a fundamental alteration of the educational program. The board will forward a recommendation to the Office of the Provost. The final decision rests with the provost or designee. The student and DSS will be notified in writing of the decision. If a course exception is approved, the UCO exception form along with a copy of the determination from the Office of the Provost will be submitted to the degree audit department for processing.
4. An exception granted by UCO may not be recognized by a subsequent educational institution.