



STUDENT ACCESSIBILITY RESOURCE CENTER

1906 College Heights Blvd #21052, Downing Student Union, Rm. 1074

Bowling Green, KY 42101-1052

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Student Academic Appeals Policy for Course Substitution Request

The procedure for requesting a course substitution for a requirement is as follows:

1. The Student must first be registered with Student Accessibility Resource Center (SARC). To register, refer to the Registration Process.
2. The Student submits a request to the SARC Academic Appeals Committee (Committee) to substitute a course in the discipline in which the Student has a documented disability. The request goes to the SARC office in DSU, Room 1074.
3. The Student must provide the Committee with disability documentation from a qualified professional who confirms the disability diagnosis and gives supporting evidence for the need for a course substitution.
4. The Student should include 1.) information regarding any previous attempts to complete the course in question; 2.) documentation of reasonable accommodation(s) requested by the Student; and 3.) if the Student was diligent in using the resources.
5. The Committee evaluates the request and supporting documentation to determine if the disability warrants the substitution of a course for the degree requirement.

If the Committee agrees that a substitution is warranted...

6. The Committee will determine, in a consultation with the Student, a specific course to substitute the degree requirement that meets the intent of the category.
7. If the course is required for a major/minor, the chair of the Committee will consult with the respective department head and dean of the Student's major/minor for agreement to use the course substitution.
8. The Student ADA Compliance Officer of SARC will forward the actions of the Committee to the Registrar to amend the Student's degree requirements.
9. The Registrar will notify the Student of the agreement to substitute the requested alternate course.

If the Committee denies the request...

- The Student can petition the decision to the Student ADA Compliance Officer.
- If the Student believes they have been discriminated against on the basis of their disability, the Student may file a grievance complaint with the Student ADA Compliance Officer. To file a complaint, refer to the Student Grievance Procedure.

<u>Mailing Address</u>	<u>Office Location</u>
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