

COURSE SUBSTITUTION POLICIES

On occasion, students may need to seek course substitutions on the basis of a documented disability that inhibits the ability to learn certain subjects. For example, students with certain types of learning disabilities may find it next to impossible to learn foreign languages or mathematics. While tutoring and accommodations may help some students succeed in these courses, others may be unable to succeed even with the use of academic adjustments and accommodations. In such situations, students may want to consider requesting a substitution for the course in question. Students should note that the University does not grant course waivers. **Also, if the course in question is considered to be an essential part of the student's program or a requirement for certification or licensure, a substitution cannot be granted.**

The process established by the University for requesting a substitution is as follows:

1. Student must have a diagnosed disability that would prohibit his/her ability to learn the subject matter in question. Documentation of the disability must be submitted to the Office of Disability Services. Disability documentation requirements can be found at: <http://ods.ua.edu/documentation>.
2. The student must write a letter to the director of the Office of Disability Services requesting the substitution. This letter should contain details of past attempts to take the course (or related courses), information about the disability, and a specific request to substitute the course. The letter can be submitted via email.
3. The ODS director will review the disability documentation, transcripts and the student's letter. If documentation verifies the presence of a disability that would warrant a course substitution, the director will contact the appropriate college and ask the assistant dean to recommend a logical course for substitution best suited for the student's major.
4. The ODS director will submit findings, including the recommendation of the appropriate college dean, to the Interim Provost or his/her designee, who will either approve or reject the request for substitution. The University Registrar and the assistant college dean will be informed if the substitution is approved so that the student's records can be credited with the substitution. The student will be notified of the decision either by phone, e-mail, letter, or in person.

Forward all documentation to:

Office of Disability Services
University of Alabama
1000 Houser Hall
Box 870185
Tuscaloosa, AL 35487-0185
(205) 348-4285 (Voice)
(205) 348-0804 (Fax)
www.ods.ua.edu
ods@ua.edu