Westminster College Disability Services  
Policy for Course Substitution

Westminster College recognizes the need to accommodate students with documented disabilities to the greatest extent possible without compromising a disabled student’s course of study and without compromising the integrity of any student’s degree. The college intends all of its graduates to master course competencies and to complete courses required by the board for graduation.

For some students with a disability, accommodations and alterations of course delivery will not be sufficient to enable them to complete the course. For these students, a course substitution will be individually considered under the conditions described below.

If a student with a disability has either

- attempted a required course and discovered that receiving accommodations for a course is insufficient to enable them to complete the course,
- OR
- sufficient documentation that they have a disability so severe as to render any attempt at taking the course futile

that student may submit a petition to the Coordinator of Disability Services. Petitions need to be submitted as soon as possible during the student’s college career and always prior to the last semester before graduation. The coordinator will arrange a meeting of the Academic Accommodations Committee and present the student’s documentation. The committee will determine whether a course substitution is appropriate and, in collaboration with the student’s major department, inform the student in writing which course(s) are to be substituted.

**Note:** Providing documentation and a letter of petition does not guarantee a course substitution.

- The student needs to be aware that a subsequent educational institution may not recognize a course substitution granted by Westminster College.
- Academic requirements that the college can demonstrate are essential to the student’s program of instruction or directly related to licensing requirements, will not be regarded as discriminatory.

The Academic Accommodations Committee:

In addition to the standing members, the committee reserves the right to invite any professionals who are experts in fields for which the student is requesting a substitution.

**Standing members:**
- ADA Coordinator
- Coordinator of Disability Services
- Registrar
- A Disability Resource Committee Faculty member
Course Substitution Petition Checklist

Westminster College policy requires that the Academic Accommodations Committee review all requests for course substitutions based upon disability. Please meet with the Coordinator of Disability Services prior to submitting a petition.

- 1. Release of information signed by student authorizing the Academic Accommodations Committee to review pertinent information.

- 2. Current appropriate documentation of disability
  OR
- 3. Medical evaluation substantiating severe functional limitations directly related to the request.

- 4. College transcripts plus a letter of petition describing the nature of the request.

Once the Committee has made a decision, the student will be notified in writing of the result within 10 working days.

Specific Course Substitutions

Quantitative/Math Substitutions

The documentation must state specifically how the diagnostic assessment supports the waiver/substitution of the quantitative/math requirement. This type of learning disability usually includes a documented diagnosis of Mathematics Disorder (315.1 per the DSM-5). In majors that math is an essential element, i.e. physics, math, will not be granted.

Foreign Language Substitutions

The documentation must state specifically how the diagnostic assessment supports the waiver/substitution of the foreign language requirement. This type of learning disability usually involves difficulty with information processing, decoding, memory problem (esp. auditory, short term and working memory), etc. Documentation summary must include specific recommendations for academic accommodations (foreign language waiver/substitution).