

Policy Number: 05.005

Policy Title: Center for Academic Support Services Course Substitution Policy

Policy Type: Academic/ CASS

Responsible Party: CASS and Faculty

Governing Bodies: Faculty Assembly

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Center for Academic Support Services Course Substitution Policy

Antioch College recognizes that some students, as a result of a disability, may find it difficult to satisfy specific course work requirements for degree completion. Therefore, in compliance with Section 504 of the Rehabilitation Act of 1973, and the American's with Disabilities Act of 1990, qualified students with disabilities may request that appropriate course substitutions be considered. Academic Policy and Review Committee (APRC) will review course substitution requests on a case-by-case basis. When the issue pertains solely to a requirement within the major, the Vice President for Academic Affairs will refer requests to the specific department.

Guidelines for Requesting Course Substitutions for Foreign-Language or Quantitative Reasoning

Requests for required course substitutions must be received by the Center for Academic Support Services (CASS) no later than Friday of the 7th week of the term prior to the term in which the student would like the course substitution to be made. Recognizing limited course availability, it is in the best interest of the student, if possible, to self-identify prior to enrollment to allow ample time to provide essential substitutions. **If students do not submit course substitution requests by the deadline they will need to find another means of meeting the college requirement (i.e. take the required course elsewhere and transfer the credit. Exceptions to the limit on transfer credits will be made in these cases).*

Course substitution requests will be reviewed by APRC. Approval of course substitutions will be determined on an individual, case-by-case basis, based on educational documentation, advisor recommendations, and supporting materials included with the student's request. The student must provide current documentation of a disability, which includes the impact of the specific disability on the course work or subject area in question to CASS. After reviewing the student's documentation and major requirements, CASS will determine whether or not a course substitution or requirement exemption is a reasonable accommodation. CASS will then submit a VISA to APRC on the student's behalf.

Course substitutions must maintain the integrity of the student's program of study. The course for which the student is requesting a substitution must not be an essential component of the student's major program of study. Some students have disabilities that directly impacts language learning and therefore would require that they be exempt from Antioch College's language requirement. Others have disabilities that negatively impact

their quantitative reasoning. While those students cannot be exempt from quantitative reasoning entirely, a course substitution will be made for courses that are not essential for the student's major program of study.

If students are exempted from the foreign-language requirement, those credits must be earned by taking additional elective courses (open elective credits). Students will work with their faculty advisor to select courses which will meet the following recommended criteria for substitutions to meet the foreign-language requirement.

- Courses must not be used to satisfy requirements within the student's major
 - If English speaking cultural courses (electives) are available at Antioch, efforts should be made to enroll in those cultural courses given Antioch's mission, "that diversity in all its manifestations is a fundamental component of excellence in education"
1. Meet with the Center for Academic Support Services (CASS) to review the following:
 - Student's educational history concerning language learning and study and quantitative reasoning.
 - Educational testing which demonstrates significant difficulty with specific language-based tasks in reading, spelling, writing, speaking, or listening, or with quantitative reasoning.
 - Student and APRC will be presented with a VISA stating that the student meets the criteria for a course substitution in or exemption from the language requirement, or for a course substitution in quantitative reasoning.

Please note that it is extremely important that when obtaining documentation for these disabilities that your physician document precisely the types of courses that are challenging as well as the courses that could be used as substitutions for your specific diagnosis.

2. Meet with your Faculty Advisor to discuss appropriate course substitution options that will satisfactorily meet both the college requirements and the requirements of the student's academic program. * Course substitutions are **not** possible for academic programs that require quantitative or language coursework as an essential element of the major.
3. Submit "CASS Course Substitution Request" to APRC by the end of your fourth quarter at Antioch. This statement should outline:
 - a. The reasons that you are requesting a language or quantitative reasoning course substitution (include an outline of past language/quantitative learning experiences)
 - b. The course options decided upon in the consultation with your faculty advisor to fulfill the college requirement in foreign-language or quantitative reasoning study

- c. Requests for required course substitutions must be received no later than Friday of the 7th week of the term prior to the term in which the student would like the course substitution to be made
4. Documentation of an applicable learning disability from a qualified specialist must be on file with CASS and will remain confidential (it is not forwarded to APRC). Additional documents may include letters of support from tutors, instructors, or other relevant sources. Attach additional documents to the CASS Course Substitution Request. Students may be exempt from language requirement as a result of this.
5. APRC will review course substitution requests and will inform students of the decision via email within 30 days. The Registrar's Office and Faculty Advisor will be copied on this email.

* Appeal Process: A student who is denied a course substitution request may appeal the decision within 30 days to VPAA.

Please note: Course substitutions provided for a student in high school are not a guarantee of the same or similar substitution at Antioch College.