



ARKANSAS TECH UNIVERSITY COURSE SUBSTITUTION POLICY FOR STUDENTS WITH DISABILITIES

Any student with a disability who is requesting a reasonable course substitution for admission to a program of study or disabilities should follow the appropriate procedure as outlined below.

I. Determining Eligibility

Students must submit to the Office of Disability Services evidence of a documented disability written by a qualified professional. The documentation must verify that the disability or disabilities exist and to the degree that the disability affects the student's everyday functioning. The Office of Disability Services will review the documentation to ensure compliance with federal and state law.

II. Substitution Requests

A. Eligible students requesting approval for the substitution of one or more requirements must petition in writing and provide documentation for such substitution. The substitution petition packet should include the following:

1. Documentation of the disability, illustrated through the detailed sub-scores in the psychoeducational evaluation used to diagnose the disability.
2. Documentation of any prior unsuccessful attempts to meet the requirement(s) for which substitution is requested.
3. Identification of the specific course for which substitution is requested.
4. A reason for the course substitution from an expert or learning specialist.
5. A copy of the transcript or datasheet, including test scores and transfer information.

B. The completed packet should be submitted to the Assistant Dean for Student Wellness or designee, who will then forward it to the appropriate Dean (dean of the student's degree program) within three (3) business days.

C. The appropriate Dean will convene a panel to review the request and recommend it to the Assistant Dean for Student Wellness within fifteen (15) business days from the receipt of the petition package. The panel will include, at a minimum:

1. One faculty member representing the subject area to be substituted
2. One Department Chair representing the student's degree program
3. One counselor or disability expert
4. The appropriate Dean will convene as Panel Chair (non-voting member) The panel's recommendation shall be in writing and include the rationale for the decision, and in cases where a substitution is recommended, specification of the substitution. The appropriate Dean will review the panel's recommendation and make his/her decision. The Dean then communicates both the panel's written recommendation and his/her written decision to the Assistant Dean for Student Wellness. The Assistant Dean for Student Wellness will inform the student submitting the request and appropriate college personnel within five (5) business days of receipt of the panel's recommendation.

III. Due Process

Persons denied substitution of one or more requirements may appeal by following the "Other Academic Grievances" Process as stated in the Student Handbook.

IV. Policy Access

This procedure shall be published on the university website at atu.edu/disabilities as well as on the Ozark Campus website at atu.edu/ozark/ssc/Accommodations.php.