

Course Substitution Policy

All students must be able to meet the academic and technical standards required for admission or participation in their chosen program of study. Students with disabilities, therefore, are not excused from course prerequisites, GPA requirements, or degree requirements. However, in some limited circumstances substitution of course requirements on the basis of a documented disability may be appropriate. Such substitutions are granted only when it is clear that the student's disability makes completion of the requirement(s) almost impossible and when the course in question is not a fundamental element of the curriculum. Please note that course waivers are not granted. The Office of Civil Rights has consistently upheld the right of an institution to safeguard the integrity of its academic programs. A course substitution simply means that the credit hours for the course are met through an alternate course. A course substitution does not alter or reduce the number of credits needed for degree completion.

Students should be aware that decisions regarding course substitutions are not determined by the Office of Disability Services. Consideration of a course substitution is done on a case-by-case basis and requires the following actions by the student with a disability:

1. The student must request a course substitution on his/her ODS Semester Plan for accommodations.
2. The student must write a letter to the appropriate academic department chair (e.g., Humanities, Natural Sciences, Mathematics, etc.). For a current organizational chart see <http://www.parkland.edu/documents/orgchart.pdf>. This letter should include:
 - The student's name, address, student I.D. number, and major;
 - The type of course substitution requested (e.g., math);
 - An explanation of the disability and its impact;
 - A rationale for the substitution request;
 - A history of any previous attempts to complete the course in question;
 - Any past history of course substitutions granted by previously attended colleges or universities (this does not obligate Parkland College to reach a similar conclusion);
 - A statement that the appropriate documentation verifying the disability is on file with the Office of Disability Services.

The department chair may collaborate with the Coordinator of ODS regarding the advisability of the course substitution request based on the available documentation. Be advised that the student requesting a course substitution may be asked to submit additional disability documentation if the documentation on file with ODS is deemed inadequate to make a determination.

Once the department chair has made a decision, the student will be notified in writing of the result within 30 working days. A student with a disability who is denied a course substitution may appeal that decision to the Dean of Academic Services.