# 1400.085 COURSE SUBSTITUTION OR WAIVER BECAUSE OF A DISABILITY PROCEDURE

## A. PURPOSE

The purpose of this procedure is to outline the steps for a student with a disability to request a course substitution or waiver.

### 1. A student who requires a course substitution or waiver based on their disability can request such accommodations by following student access services process for securing disability accommodations as outlined on the student access service’s website. Each request for a course substitution or waiver will be considered on a case-by-case basis. The student access service staff and the registrar will evaluate the specific circumstances, considering the student's disability, the course requirements and the program of study. Student rights regarding confidentiality will be respected.

### 2. Based on all the available information, including the student’s narrative and the supporting medical documentation, student access services staff will determine:

#### a. If the documented condition rises to the level of disability.

#### b. If there is a clear link between functional limitations and the need for a course substitution or waiver.

#### c. The effect of the disability on the course work or subject area in question with reasonable accommodations.

### 3. The registrar will consider whether the course for which the student is requesting a substitution or waiver, is an essential component of their program of study. The decision will consider whether the requested accommodation will maintain the integrity of the program and satisfy the degree requirements for the student and their specific program. If the course is determined to be essential, the accommodation request will be denied. If the course is found to be a program enhancement, the registrar will determine an appropriate course substitution or approve a waiver. The registrar may involve deans, the vice president of instruction, program directors, faculty advisors, and student access services staff as they see fit to ensure a comprehensive review. The registrar will be responsible for making the final decision regarding fundamental alterations to the program of study.

### 4. The student will receive written notice of the decision regarding their accommodation request. This notice will include an explanation of the reasoning behind the decision and any alternatives for course substitutions, waivers, or alternate programs of study, if applicable. A course substitution or a waiver at Wenatchee Valley College does not obligate a transfer institution to accept that substitution or waiver.

### 5. If the student disagrees with the decision made by the student access services and the registrar, they have the right to appeal. Options for formal and informal, internal and external complaints are outlined on the student access services grievance process webpage.

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Policy contact: Student Access

Related policies and procedures

400.075 [Classroom Accessibility for Students with Disabilities P](https://www.wvc.edu/humanresources/policies-procedures/400-student-services/400.075-classroom-accessibility-for-students-with-disabilities.html)olicy

400.080 [Academic Adjustments & Auxiliary Aid for Students with Disabilities Policy](https://www.wvc.edu/humanresources/policies-procedures/400-student-services/400.080-academic-adjustments-auxiliary-aids.html)

400.085 [Course Substitution or Waiver Because of a Disability Policy](https://www.wvc.edu/humanresources/policies-procedures/400-student-services/400.085-course-substitution-because-of-a-disability.html)

1400.075 [Classroom Accessibility for Students with Disabilities Procedure](https://www.wvc.edu/humanresources/policies-procedures/400-student-services/400.075-classroom-accessibility-for-students-with-disabilities.html)