

COURSE SUBSTITUTION POLICY

The Articulation & General Studies program and the legislatively-mandated State Core require both English composition and introductory Math courses since they represent the most basic college-level, degree-oriented content. AUM has reaffirmed these principles in adopting the State Core. In addition, it is the policy of Auburn University Montgomery to comply with all laws and regulations regarding the education of students with disabilities. Over the years, reasonable accommodation has expanded to include program modifications and possible course substitution. The following three courses are essential academic requirements: ENGL 1010, ENGL 1020, and MATH 1100 or MATH 1150. All students will meet these requirements with no substitution.

Curriculum can be adapted in appropriate circumstances. The following rules and procedures define AUM's approach to this issue.

For students who are not registered with the Center for Disability Services (CDS) or disabled students who choose not to register with CDS, any requests for course substitution must be made in writing to the department head and dean of the school where the curriculum course is taught.

A student registered with the Center for Disability Services (CDS) may request a program modification or course substitution.

STEP ONE:

A written request must be made to an Initial Hearing Committee composed of three members:

1. CDS representative
2. Student's dean (representative from the Office of Advising and Academic Enhancement, if served by the Office of Advising and Academic Enhancement)
3. Department head of course to be substituted or content to be modified

NOTE: The student may have a representative present, but this representative interacts only with the student.

The student's written request must include current and appropriate documentation (see CDS list of criteria for disability documentation) and a clearly stated rationale for the request. The student must note the course to be substituted and the desired substitution.

The initial committee will review the written request and respond in writing to the student within three weeks of receiving the request. Relevant facts include, but are not limited to:

- a. How the documented disability will impact the student's ability to succeed in the required content area or course.
- b. The likelihood of the student's success in the proposed substitution.
- c. The relevancy of the proposed substitution to the objectives of the required course.

There are three possible decisions that the committee may reach:

1. Student must take and pass the scheduled curriculum course,
2. Student will be allowed to take the requested substitution,
3. Committee recommends a substitution course that is not proposed by student. In this case, the student retains the option of taking the scheduled curriculum content or course.

The committee's letter to the student should include a statement as to the reason for its decision.

STEP TWO:

Should the student disagree with the Initial Hearing Committee's decision, an appeal is possible. This appeal must be made in writing within one week of receiving notice of the committee's decision. An Appeals Committee will be composed of:

1. A representative of the Office of the Provost as chair,
2. A professor within the department of the original course requirement, appointed by the dean,
3. An AUM faculty member selected by the student,
4. The AUM 504 officer,
5. A faculty member appointed by the Provost.

At its discretion, the Appeals Committee may conduct a hearing or document review with or without student present. The committee may choose to call the student or other individuals with information relevant to its deliberations. If the student is called, he/she may have representative present, but this representative interacts only with the student. The Appeals Committee will render its decision in writing within three weeks.

Once the Appeals Committee has ruled, this procedure ends. Should the student still have related concerns, the AUM grievance procedure may be appropriate.

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