



VCU

Student Accessibility and
Educational Opportunity
Student Affairs

MONROE PARK CAMPUS COURSE SUBSTITUTION PETITION FORM

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Course requirements for degrees granted by Virginia Commonwealth University (VCU) are designed to provide a comprehensive education in both general education and in the student's major field of study. In awarding a degree, VCU recognizes the satisfactory completion of courses essential for the practice of the student's chosen profession or continued field of study and research. All admitted students are regarded as "otherwise qualified" to participate in any academic program with or without reasonable accommodations. Therefore, students with disabilities are not excused from degree requirements.

In certain limited instances where a student has a disability that is so profound that it precludes a student's ability to meet a course requirement, the student may petition for a course substitution. These requests will be evaluated on a case-by-case basis. In order to request a course substitution, a student should submit the following:

1. Course Substitution Form – Student must complete this form to initiate their request.
2. Documentation – Submit documentation of the impairment/disability that supports the request. Documentation should be current and comprehensive in light of the request. It must consist of an evaluation by an appropriate professional that describes the current functional impact of the condition or disability on a specific skill-set necessary for completion of the course.
3. Additional materials – High school and college transcripts (including an unofficial VCU transcript) are strongly encouraged. Student may also elect to provide any additional materials related to their request.

Course substitutions will only be considered if the following conditions hold true:

1. The student would be unable to complete the required course, even with appropriate accommodations and academic supports in place.
2. Approving a substitution would not constitute a fundamental alteration to the academic program
3. The course is not essential to the program of study or to meet licensing or certification requirements.
4. The course does not serve as a pre-requisite to establish a skill-set required for other courses essential to the program of study or to meet licensing or certification requirements

Course Substitution Requests are reviewed periodically throughout the semester. Students who are granted course substitutions will be required to replace the substituted course with one that teaches comparable skills and/or information. Therefore, students are strongly encouraged to request course substitution as early as possible prior to their graduation date. Exceptions will not be made for students who fail to request course substitutions well in advance of their anticipated graduation date. A copy of the committee's decision will be emailed to the student and their academic department and will be kept in their SAEO file.

VCU COURSE SUBSTITUTION REQUEST FORM

Name: _____

V#: _____

VCU Email: _____@vcu.edu

Student Status:

- Freshman
- Sophomore
- Junior
- Senior

What course(s) are you requesting to be substituted?

Diagnosis:

Briefly explain why you believe you should be granted a course substitution in this area.

Describe previous attempts to successfully complete the course in question at the high school and/or college level.

What steps have you taken to be successful in the course(s) in question?

Student Signature _____

Date _____