MONROE PARK CAMPUS
COURSE SUBSTITUTION PETITION FORM

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. Course substitutions will only be considered in cases where failure to meet the graduation requirement(s) does not constitute a fundamental alteration in the nature of the university program or when the academic requirement(s) is not essential to the program of study or to meet licensing or certification requirements. Course substitution petitions are evaluated on a case-by-case basis.

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V Number  VCU Email

What is your diagnosed disability? (Check all that apply.)

[ ] ADHD  [ ] Mental Health Impairment
[ ] Blind/Visual Impairment  [ ] Mobility Impairment
[ ] Deaf/Hearing Impairment  [ ] Speech Impairment
[ ] Health Impairment  [ ] Traumatic Brain Injury
[ ] Learning Disability  [ ] Other: ________________________________

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

________________________________________________________________________
Briefly explain why you believe you should be granted a course substitution in this area. (Please note: It is imperative that you write or attach your answers to each of the following questions legibly.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

What steps did you take to be successful in the course(s) in question?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

All students requesting a course substitution will need to read, initial next to, and provide the information outlined below. All students need to:

___________ Submit appropriate documentation of your disability to The Office of Student Accessibility and Educational Opportunity (SAEO).

___________ Be a current degree-seeking student.

___________ Provide the director of SAEO with all high school and college transcripts.

___________ Have successfully completed at least 12 credit hours of college level coursework.

___________ Completed a VCU Course Substitution Petition Form.
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. The University cannot be held responsible for students who fail to request course substitutions well in advance of their anticipated graduation date.

A committee consisting of university faculty, staff, and administration will review the student’s substitution request. A statement outlining the findings of the committee and appropriate substitution courses, if applicable, will be forwarded to the dean of the student’s college or school. The committee chairperson will send the student written notification of the committee’s decision. A copy of the committee’s decision will also be placed in the student’s file. Written notification will be issued to the student within thirty (30) days of the committee meeting.

The substitution committee will meet as needed, but at least once a semester during the academic year to consider course substitutions. The regularly scheduled meetings will take place in:

- October for spring registration purposes.
- March for summer and fall registration purposes.

Therefore, students who wish to request course substitutions must submit all completed paperwork and information to the SAEO Office for review by the committee no later than:

The last business day of September for the October meeting.
The last business day of February for the March meeting.

Students who fail to submit all completed paperwork by the deadline dates listed above will have their request reviewed by the substitution committee the following semester. Therefore, it is imperative that students submit all completed information to the SAEO Office by the above deadlines.

**Appeal**

Students have the right to appeal the committee’s decision through VCU’s Office of Equity and Access.

**Disclaimer**

The University cannot guarantee that substitutions granted by VCU will be honored at any other college/university either for general admission, graduation requirements, transfer admission, or admission into a specific degree program. Moreover, VCU does not automatically honor any course substitution granted by other colleges or universities.

Student Signature ___________________________ Date ___________________________