

Policy 7.00: Course Substitution and/or Waiver

Missouri Southern State University may consider a course substitution and/or waiver as a reasonable accommodation when it is shown that a student's disability severely impacts his or her ability to complete a required course(s) for a degree program. See the Procedure 7.01 below for the steps in the process.

Procedure 7.01: Course substitution and/or waiver

The University recognizes that some disabilities can have a severe impact on a student's ability to complete certain courses. The distinct requirements of each degree program have been laboriously considered and weighed. Therefore, the process to consider a course substitution and/or waiver will involve careful consideration on an individual case-by-case basis.

If at any time during this process the student requires an accommodation to participate or needs materials sent in an alternative format, the request must be communicated to the Coordinator for Student Disability Services at least five business days prior to any meeting or function.

The following are the steps in the process of course substitutions and waivers:

1. The petition process should begin as soon as there is strong objective evidence that the student will be unable to fulfill the requirement.
2. The student should have on file current, appropriate documentation with the Coordinator for the Student Disability Services. See the Policy 3.00 on Documentation.
3. The student must make a written request and submit it to the Coordinator for Student Disability Services. Forms are available in the Student Success Center. This request will include:
 - a. A personal statement by the student indicating the reasons for the request including prior experiences with the subject matter.
 - b. Names of courses and grades in similar courses from either high school or college.
 - c. At least one letter from high school personnel and/or college faculty attesting to the student's efforts and diligence in attempting to master the subject matter in the courses listed in (b) above. This requirement may be waived by the Coordinator for Student Disability Services when appropriate.
4. The secretary of the Student Success Center, upon receipt, will date and time stamp the form.

5. Within 20 working days, the Academic Substitution and Waiver committee will be convened by the Coordinator for Student Disability Services and chaired by the Director of the Student Success Center. The participating members of the committee are:
 - a. the Dean of the school where the requested course being substituted is housed,
 - b. the chair of the department from which the course being substituted originates,
 - c. the chair of the department of the student's major,
 - d. the Coordinator for Student Disabilities Services, and
 - e. any additional academic personnel as deemed necessary by the Chair.
6. The student will be notified of the day and time of this meeting. He or she may be requested to attend the meeting.
7. A meeting will be scheduled with the student and the Coordinator for Student Disability Services or the Dean to review the results of the meeting within ten (10) working days of the committee meeting.
8. The outcome of this meeting will be provided in writing to the student within ten (10) working days of the meeting with the student.
9. The student may appeal the decision of the committee to the Vice President for Student Affairs. A student should file an appeal letter, in writing, within thirty (30) working days.
10. The Vice President for Student Affairs will render his or her decision, in writing, within twenty (20) working days from when the written appeal is received. The decision of the Vice President for Student Affairs is final.

Each step of the way, the student will receive written notice of meetings and written confirmation of the outcome of the meetings. When requested by the student, all written correspondence will be provided in an appropriate alternative accessible format.

Procedure 7.02: Substitute Course Fee Waiver

Missouri Southern State University requires all students who graduate with a baccalaureate degree to participate in a physical activity course (KINE 101). Some students with disabilities may elect, for disability-related reasons, to participate in the online section of KINE 101. If a student participates in KINE 101 online for disability-related reasons, the University will waive the extra fee that is assessed per credit hour for distance learning classes. The Coordinator for Student Disability Services should be contacted to initiate this process.