

KENNEBEC VALLEY COMMUNITY COLLEGE

**Policy #:**  
2.47

**Effective:**  
12/10/09

**Replaces:**  
--

## COURSE SUBSTITUTION POLICY

**Section 504.104.44 of the Rehabilitation Act of 1973 specifically states that, “Modifications may include. . . substitution of specific courses required for the completion of degree requirements. . . ”**

Kennebec Valley Community College acknowledges that substitution of a course requirement for a course not judged essential by a program might be determined to be a reasonable accommodation for a student with a documented disability. All requests will be considered individually.

### To request a course substitution:

1. The student must provide the Coordinator of Disability Services with current, relevant, and comprehensive documentation and assessment data from certified professionals. The documentation must include clear articulation of functional limitations in the student’s abilities. *(The presentation of documentation does not, in itself, insure that a course substitution will be approved.)*
2. The student must provide the Coordinator of Disability Services a case history of his/her difficulty with the requirement in question until the date of the substitution request. The case history should include:
  - a personal statement by the student indicating the reasons for the request including prior experiences with the subject matter; and
  - the names of courses and grades, as well as appropriate letters from high school and/or college faculty attesting to the student’s previous efforts in attempting to master the subject matter.
3. The student must complete a Course Substitution Request form and bring it to the Program Coordinator for approval. The Program Coordinator will approve or disapprove within 15 days.
4. If the Program Coordinator does not approve the request, the student can appeal to the Department Chair or the Academic Dean. The student will receive a response in writing within 15 days.
5. The student has the right to contact the Office for Civil Rights if he/she is unsatisfied with the outcome.

*\*KVCC does not guarantee that other higher education institutions will accept the course substituted. Nor does KVCC guarantee that it will accept a course substitution from another higher educational institution.*



**KENNEBEC VALLEY COMMUNITY COLLEGE**  
Disability Services  
Course Substitution Request Form

\_\_\_\_\_ Date

\_\_\_\_\_  
Student Name Program

Curriculum Requirement	Credits	Substitution	Credits

\_\_\_\_\_  
Signature, Coordinator of Disability Services Date

The above-named student has current, relevant, and comprehensive documentation on file in the Disability Services Office and has submitted a case-history of prior difficulty with this subject matter.

[ ] approved [ ] disapproved

\_\_\_\_\_  
Signature, Program Coordinator Date

On approval, this form will be returned to the Coordinator of Disability Services who will send a copy to the Academic Dean, the Department Chair, and the Registrar.

If disapproved, the student can appeal following the Policy and Procedures guidelines.