



## ACCESSIBILITY AND DISABILITY RESOURCE CENTER

*The UNIVERSITY of OKLAHOMA*

### University of Oklahoma: Course Substitutions for Students with Disabilities

The University of Oklahoma (OU) is committed to providing reasonable accommodations to students with disabilities. In certain circumstances, a course substitution may be considered for students receiving services from the Accessibility and Disability Resource Center (ADRC) when documentation clearly demonstrates a significant limitation related to the disability in a specific academic area (example: foreign language).

#### Student Request Process:

1. [Fill out our Application for Accommodations](#) to self-identify as a student with a disability and submit documentation to the Accessibility and Disability Resource Center. Information regarding the documentation can be found in our [Documentation Guidelines](#).
  - Current (within the last three years) psychoeducational test results must clearly indicate the specific disability that significantly affects foreign language acquisition and the learning barriers encountered within the course or academic material.
2. Once your documentation and registration form have been received, it will be reviewed within 3-5 university business days. **Please check your OU email account regularly because this is how we will contact you once your documentation has been reviewed.**
3. If there is a need for additional documentation, this information will be provided in the email you receive from ADRC.
4. When you receive an email from ADRC, please follow the instructions in the email.
5. During the registration appointment, you and an ADRC Team member will discuss appropriate accommodations to provide equal educational opportunities.

**Notification of Approval:** If the student is approved for the course substitution, **ADRC** staff will email the student, confirming the approval of the course substitution and specifying the course(s) to which the accommodation applies.

**Substitution Course Identification:** The student will meet with their academic advisor to complete the course substitution petition for their college.

#### Course Substitution Denial and Appeal:

If the ADRC denies the request for a course substitution, the student will be notified and instructions on how to appeal the decision will be included in their notification.