

FOREIGN LANGUAGE SUBSTITUTIONS

For students whose disability significantly impacts their ability to fulfill the university's foreign language requirement, the university has established a procedure to petition for an approved substitution course(s) in lieu of the requirement.

To establish eligibility for a foreign language substitution(s):

1. Make an appointment with a DRC Specialist.
2. Fill out a DRC Intake form if one is not already on file.
3. Complete and submit a DRC *Foreign Language Self-Report* before your scheduled appointment.
4. Provide a personal letter addressing past problems with foreign language learning.
5. Provide appropriate documentation of the disability to be reviewed by DRC staff. No course substitutions are granted unless documentation substantiates the need for a course substitution.
 - If students do not have the necessary documentation, a DRC Specialist will discuss documentation guidelines and community resources available to obtain the needed diagnostic evaluation. Students pay for their own evaluation.
 - An evaluation does not guarantee a diagnosis of a disability that would qualify for a course substitution.
 - Once the evaluation has been completed and forwarded to the DRC, students must make a follow-up appointment with a DRC Specialist to discuss the results of the evaluation.
6. Students who are determined eligible will complete Part 1 of the *Petition for a Foreign Language Substitution Form* with a DRC Specialist.
7. Students will select a substitute course(s) from an approved list - one course for a B.S. degree and two courses for a B.A. degree. A substitution course may not be used to fulfill any other requirement except W-Course requirements. Be sure that the correct number of substitute courses is selected if your degree program should change after completing the initial foreign language paperwork.
8. Make another appointment with the DRC to complete Part 2 of the *Petition for a Foreign Language Substitution Form*, after successfully completing the approved substitution course(s), which is then sent to the Foreign Language Department. The Foreign Language Department forwards the waiver to the Registrar's office so that the student gets credit for the substitution courses. Students should keep a copy of this completed form.

Please Note: An evaluation that supports the need for a foreign language substitution may not meet the university's documentation requirements to qualify for other accommodations and auxiliary aids or services.