



Office of the Registrar
3640 Colonel Glenn Hwy.
Dayton, OH 45435-0001
(937) 775-5588
FAX: (937) 775-5597
e-mail: registrar@wright.edu
http://www.wright.edu/registrar

Academic Substitutions and Accommodations Petition

Check (✓) appropriate line(s)

1. Actions you may petition:

- Waive regulation
Substitute course
Request an accommodation
Other

I would like to petition to (attach additional pages if needed)

Multiple horizontal lines for writing the petition details.

Signature

Date

Committee action: [Large shaded box for committee action]

Please print clearly. This is your mailing label.

UID

Name/ First, Middle, Last

Telephone Number

Address

Major

City/ State/ Zip

Are you currently registered? Last term enrolled

Guidelines on reverse side

GUIDELINES FOR REQUESTING AN ACADEMIC SUBSTITUTION BASED ON DISABILITY-RELATED ISSUES

Students with documented disabilities have the right to request a substitution of an academic requirement for a degree program. In order to do so, a student should follow these procedures:

1. Register with WSU Office of Disability Services.
2. Provide documentation of the disability from authoritative sources such as licensed psychologists, physicians, or rehabilitation professionals.
3. Submit an Academic Substitutions & Accommodations Petition form including a personal statement indicating what type of substitution is being requested and why. Also, explain how the disability prevents the successful completion of the course or requirement.

The Academic Substitutions Committee requests the following relevant information:

- whether or not the course is integral to the major as documented by the student's academic advisor (the university is under no obligation to substitute courses or degree requirements that are integral to the major)
- whether or not the documentation clearly indicates the functional limitations of the disabling condition (eg. How does the disability prevent a student from meeting a particular academic requirement such as math or foreign language?)
- the number of times a student has attempted to successfully complete a course or degree requirement
- the student's documented efforts in using tutoring assistance
- information provided by the instructor regarding the student's attendance, performance, or effort in the class
- the student's prior documented history in courses similar to the one in question at either the high school or college level

Students are cautioned against requesting an academic substitution late in their degree programs. Requests for academic substitutions should be made during the student's first two years of attendance at Wright State University!