

**REGULATION TITLE:**

Course Substitution

APPLIES TO:

Students

ADMINISTRATIVE AUTHORITY:

Division of Academic & Student Affairs

Office of the Provost and Vice President of Academic & Student Affairs

Office of the Registrar

Office of Accessibility & Disability Services

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

REGULATION STATEMENT:

This regulation implements the university's academic policies on curriculum and degree requirements. It provides the official criteria and processes for two distinct types of course substitutions: (A) substitutions for general academic reasons, and (B) substitutions requested as an academic adjustment for students with documented disabilities.

DEFINITIONS:**Academic Adjustment**

A modification to academic requirements necessary to ensure they do not discriminate against a qualified student with a disability. Course substitution is a form of academic adjustment.

Catalog of Record

The edition of the undergraduate catalog that governs a student's degree requirements.

Course Substitution

The formal replacement of a required course in a student's curriculum with another KSU course (or an approved transfer course) that meets equivalent learning objectives.

Office of Disability Services

The KSU office responsible for coordinating services and accommodations for students with disabilities.

Student with a Disability

A student who has provided current documentation of a disability to the Office of Accessibility & Disability Services.

PROCESS:

Course Substitution for General Academic Reasons

Criteria for a Substitution Request

A course substitution may be considered appropriate only under extraordinary circumstances, such as a required course no longer being offered in a timely manner for graduation. The request must provide a clear rationale demonstrating that the proposed replacement course has learning outcomes equivalent to the required course.

Request and Approval Workflow

- **Initiation:** The student consults with their academic advisor to determine if a substitution is necessary and pedagogically sound. The advisor then assists the student in completing a course substitution request.
- **Department Chair Review:** The completed request is submitted to the Department Chair responsible for the course requirement. The Chair reviews the request for academic validity.
- **College Dean Approval:** Upon approval by the Chair, the form is forwarded to the appropriate College Dean (or designee) for final academic approval.
- **Final Processing:** Once approved, the request is sent to the Office of the Registrar, who posts the substitution to the student's degree audit.

Course Substitution as an Academic Adjustment for Students with Disabilities

Guiding Principles

In accordance with Section 504 of the Rehabilitation Act, KSU will consider a course substitution as a reasonable academic adjustment for a qualified student with a disability in limited circumstances.

A substitution will only be considered when a student's documentation supports that their disability makes completion of the required course impossible. Other academic adjustments and course adaptations must be considered before a substitution is granted.

Substitutions cannot be made for courses that are considered essential to the degree program or major. KSU is not required to provide an adjustment that would fundamentally alter the integrity of an academic program.

All requests are reviewed on a case-by-case basis.

Request and Review Process

- **Initiation:** The student must be registered with the KSU Office of Accessibility and Disability Services and have provided documentation that supports the need for a substitution.
- **Consultation:** The student consults with the Office of Accessibility & Disability Services to formalize the request.
- **Departmental Review:** The Office of Accessibility & Disability Services can only support a student's request; it cannot mandate a substitution. The Office will forward the supported request to the appropriate Department Chair for review.
- **Final Determination:** The Department Chair makes the final academic decision on whether the requested substitution is a feasible alternative and does not alter the integrity of the academic program.

REFERENCES AND RELATED MATERIALS:

- Section 504 of the Rehabilitation Act
- 34 C.F.R. Sec. 104.44(a)

CONTACTS:

Subject	Office	Telephone	E-mail
General Questions	Office of the Provost	(502) 597-6946	Michael.Dailey@kysu.edu
Policy Questions	Office of the Registrar	(502) 597-6234	Yolanda.Benson@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Regulation)	June 2025	Zach Atwell
