

## University Senate UK Core Course Substitution Educational Policy

### Students-First Principles:

- **Center** the specific student requests and needs.
- **Identify** the fundamental requirements of the program and course.
- **Ascertain** options and alternatives.
- **Thoughtful** deliberative, interactive process *with* the student.
- **Case-by-case** basis of consideration (not a predetermined outcome)
- **Timely** manner of action (including appeal to SUKCEC)

### I. Subcommittee Educational Policy Decision-Making Responsibilities ([OCR No. 01-16-2120](#))

A subcommittee of the Senate UK Core Education Committee (SUKCEC), through a deliberative and thoughtful review process, is responsible for:

- **Deciding** how best to serve the needs of qualified students seeking disability accommodations involving Core course substitutions under the Students-First Principles set forth above.
- **Evaluating and deciding** whether, as a matter of educational policy, a specific course substitution would fundamentally alter the nature of the UK Core requirement.
- **Decide** potential available course(s) that is/are the most educationally appropriate as a reasonable accommodation, per a determination from the DRC (“students first”).

### II. Membership

Membership of the subcommittee varies depending on the Core area requirement for which a student is requesting course substitution.

Membership will consist of the following persons who are trained, experienced, and knowledgeable about accommodating students with disabilities, and faculty and/or administrators knowledgeable about the course requirement in question. ([OCR No. 15-21-2136](#); [10222122](#))

- Core area expert from SUKCEC, who is chair of the subcommittee,
- Disability Resource Center (DRC) Director or designee,
- Chair of the SUKCEC

### III. Procedures

1. If the DRC determines that a student has a disability for which a course substitution of a UK Core requirement is a reasonable accommodation, the DRC Director will initiate the subcommittee review process described in Section I. Any student requesting a course substitution will be identified to the Core Substitution Committee members and any individual(s) consulted in the processes, with the exception of the DRC representative.
2. A subcommittee of the SUKCEC will be formed (per Section II above).
3. If needed, the committee can consult with any individual(s) at the university who are experienced and knowledgeable about the course(s) or program in question.
4. The subcommittee has the authority to make the final decision, as it relates to UK Core requirements, on the educational appropriateness of a course proposed for Core substitution

and on whether any course substitution meets the academic standards of the UK Core requirement (otherwise, it may fundamentally alter the UK Core requirement).

5. The DRC Director, using best practices, will document the subcommittee's final decision and rationale.
6. Following a decision that a requested accommodation would fundamentally alter a course or program; the student has a right to appeal to the subcommittee decision to the SUKCEC by contacting the DRC Director. At this time, the interactive process with the student will begin, to be led by DRC.
7. The DRC will communicate the University's final decision (after any appeal) to the student, SUKCEC chair, and Registrar. The University will interact with the student to decide whether there is effective alternative accommodation following a final decision by the committee that the requested accommodation would fundamentally alter a course or program.
8. Outside of this process, if students feel they have not appropriately received disability related accommodations, students always retain the right to file a complaint with the following offices:
  - a. ADA/Section 504 Compliance Coordinator Heather Roop; Office of Institutional Equity and Equal Opportunity; 013B Main Building University of Kentucky, Lexington, Kentucky 40506-0032; Telephone: 859-257-8927 (voice/TDD); Fax: 859-323-373; [heather.roop@uky.edu](mailto:heather.roop@uky.edu); [www.uky.edu/eeo](http://www.uky.edu/eeo)
  - b. Office for Civil Rights U.S. Department of Education; 100 Penn Square East, Suite 515, Philadelphia, Pennsylvania 19107; Telephone: 215-656-8541; FAX: 215-656-8605; TDD: 215-656-8604; Email: [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)

*Note: Final decisions (per Section I above) on whether a particular student accommodation constitutes a fundamental alteration to a particular course or program must be made on a case-by-case basis and cannot be predetermined.*

#### **IV. DRC Responsibilities**

1. The DRC has the final authority on determining ( per step III.1.) whether a course substitution is a reasonable accommodation. The "reasonableness" of an accommodation is based on an institutional-level analysis.
2. The DRC is the office of administrative coordination of the above procedure.
3. The DRC Director is responsible for training subcommittee members as needed, including providing OCR-based rubrics for the subcommittee to consider when reaching its decisions and explaining its rationale.
4. For students for whom course substitution is being considered because of a learning disability, the DRC is responsible for first reviewing the list of courses approved for the UK Core requirement to ensure that no appropriate course exists.
5. The DRC is responsible for communicating to students that a course substitution related to the UK Core requirement does not affect any courses that may be required as either pre-major or major requirements.
6. The DRC is responsible for maintaining all records related to the processes and procedures.
7. At the end of each academic year, the DRC will provide the University Senate with demographic data on students who requested QFO/SIR course substitutions.

*Note: The DRC is responsible for determining, on behalf of the University, the need, or not, for reasonable accommodation for any student with a documented disability. These reasonable accommodations can include taking a suitable course with accommodations or if no suitable*

*course exists with alternative accommodation, the DRC may determine that a course substitution is required if such exists. If the DRC determines that a student has a disability for which a course substitution of a UK Core requirement might be a reasonable accommodation, the subcommittee will make a final decision on whether a proposed course substitution would satisfactorily meet the learning outcomes of the UK Core requirement or would represent a concern about a fundamental alteration, as it relates to UK Core requirements, based on the responsibilities listed above in Section I.*

## **V. SUKCEC responsibilities**

1. The SUKCEC will develop and maintain a database that will include the following;
  - a. A list of optional course substitutions for each of the UK Core Areas, more specifically the areas of Quantitative Foundations (QF) and Statistical Inference Reasoning (SIR) that have been approved by the UK Core Substitution Committee.
  - b. This list may include courses that have a pre-requisite or are limited to a particular major; these courses would be restricted to students who meet these requirements. The UK Core Substitution Committee will review the entire list in the database annually and anytime additional courses are approved to be added to the list of course substitutions.
  - c. At the end of the spring academic semester, the UK Core Substitution Committee will review the current approved list and determine if any changes are warranted.
2. During the 2023-2024 academic year, the SUKCEC will contact Associate Deans to:
  - a. identify a list of acceptable courses that may be used for core substitution. The Core Substitution Committee will evaluate any identified course(s) and determine the appropriateness of a substitution.
3. The SUKCEC and DRC will share this database of approved courses and related documentation.