

Texas A&M University—Kingsville
REQUEST FOR COURSE WAIVERS OR SUBSTITUTIONS

Last (family/legal) Name First (given) Name Middle (name or initial)

Address City State Zip

Student K Number Major/Degree Program

Telephone Email Address

Circle the action requested: Substitute/Waive

Course: _____ For: _____
Not needed for Waiver

Reason: _____

By submitting this request, I authorize the Coordinator of Disability Resource Center to release any information relevant to making a determination about this request to the appropriate departments. Relevant information may include the following: (1) a current, comprehensive psychological/psychoeducational evaluation; (2) transcripts; (3) degree plan; (4) class attendance records; (5) documentation regarding my utilization of relevant support services (e.g., tutoring, study skills instruction, treatment of math anxiety); (6) record of completed assignments; (7) results of standardized testing; (8) notes from conversations with professionals, teachers, advisors, etc. with whom I have worked. I understand that I may revoke this consent in writing at any time and Council will cease to consider my request any further.

Student's signature: _____ Date: _____

Witness signature: _____ Date: _____

For use by the Disability Resource Center (DRC) office only

- Student is registered with DRC office. DRC file is complete.
 Current documentation relevant to the request is on file. Transcript is on file.

Signature of Coordinator _____ Date: _____

Disability Resource Center

Dean/Core Curriculum Director

Waiver/Substitution Recommended

Request Approved

Waiver/Substitution Not Recommended

Request Denied

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

Texas A&M University-Kingsville

INSTRUCTIONS FOR REQUESTING A COURSE SUBSTITUTION/WAIVER

1. The student completes the reverse side of this form and submits it to the Coordinator of Disability Resource Center. *[Waivers are NOT allowed for courses in the Core Curriculum.]*
2. The Coordinator of Disability Resource Center will review the student's file for completeness and meet with the student to discuss the Course Waiver/Substitution process with the student.
3. The Coordinator of Disability Resource Center will review the student's documentation and prepare a synopsis and recommendation to the departmental dean. The synopsis may include a review of the following: (1) a current, comprehensive psychological/psychoeducational evaluation documenting the nature and severity of the disability and the manner in which learning is impacted by the disability; (2) transcripts; (3) degree plan; (4) class attendance records; (5) documentation regarding the student's utilization of relevant support services (e.g., tutoring, study skills instruction, treatment of math anxiety); (6) record of completed assignments; (7) results of standardized testing; (8) notes from conversations with professionals, teachers, advisors, etc. who worked with the student.
4. The departmental dean will review the case presented by the Coordinator of Disability Resource Center on behalf of the student and may request additional information as appropriate, including but not limited to the information delineated in items (1) through (8) above.
5. Within 7 business days of the Dean's decision, the Coordinator of Disability Resource Center will notify the student, in writing, of the Dean's decision and any recommendations. Copies of the letter will be filed with the student's disability documentation and, the college Dean for the student's major.
6. Right of Appeal: Students have the right to appeal the dean's decision. Students who wish such a review must make the request, in writing, to the Coordinator of Disability Resource Center. The Coordinator of Disability Resource Center will forward the request to the Provost/Academic Vice President for review. The Provost will notify the student, in writing, of the decision within 30 days of the request for review.

Submit this petition to:
Disability Resource Center
700 University Blvd. MSC 112
Kingsville, TX 78363
Voice: (361) 593-3024 Fax: (361) 593-2006