



Student Access Office
Post Hall
Room 107
1 South Ave
Garden City, NY 11530

Course Substitution for Foreign Language Requirement

Students who are enrolled in Adelphi University and are seeking a B.A. degree from the College of Arts and Sciences may submit a request for a foreign language course substitution based on a qualifying disability (including, but not limited to, language-based learning disability, hearing disability, other communication disabilities, etc.). The request should be made to the Director of the Student Access Office and include supporting documentation from a licensed professional; please be aware that there must be a direct correlation between the diagnosed disability and the necessity for a course substitution to foreign language requirement.

Consideration of a course substitution will be reviewed on a case-by-case basis. Waivers to foreign language course requirements will not be permitted. Foreign language courses for programs that must meet state licensing and certification requirements will not be substituted; example, School of Education. American Sign Language (ASL) may be considered as an option for meeting the state mandated foreign language requirement. Students may choose American Sign Language to meet this state mandated requirement.

Should you have a qualifying disability and are seeking a course substitution for foreign language requirement, follow the procedure outlined below:

1. Submit a Petition for Reasonable Accommodations form with documentation from a licensed professional to the Student Access Office. The Petition form and Guidelines for Documentation can be found at <http://access-office.adelphi.edu/forms/>
2. The Director of the Student Access Office will review the Petition and documentation in accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and prevailing university policy.
3. Upon completion of the review process, the Student Access Office will provide a formal Letter of Accommodation (LOA) to the student through Adelphi email and postal delivery. Please allow for a reasonable time frame to complete this process as requests are reviewed in the order to which they are received.
4. The letter will include the contact information of Assistant Dean, College of Arts and Sciences who will determine the appropriate course substitution to the foreign language requirement in consultation with a major advisor. It is the responsibility of the student inform their Academic Advisor of the approved accommodation and to contact the Assistant Dean, College of Arts and Sciences. For verification purposes, please provide a copy of the Letter of Accommodation (LOA).

5. Foreign language course substitutions do not apply to a major, must expose the student to a different culture and may involve a General Education Diploma (GED) global designation, be historical in nature, and may also apply to GED requirements. This may include, but is not limited to, cultural anthropology, music history, art history, global history, ethnicity from a sociological perspective, etc.

Students should seek academic advisement regarding fulfilling the four semester foreign language course requirement well in advance of expected graduation date