After meeting with the director of Disability Resources to discuss barriers to foreign language learning and recommended accommodations, the student fills out the Foreign Language Course Substitution Application.

1. Substitute courses must meet the following criteria:
   a. They must be listed on the Approved List of Course Substitutes
   b. They must not be used to satisfy any other General Education requirements.
   c. If 9-12 credit hours are remaining, courses must be selected from at least two of the three categories on the course substitution list.
   d. If 6 credits are remaining, a combination of courses must be selected that are linked by intellectual coherence as determined by the director of ODR. The choices might be, for example, two consecutive courses of linguistics or a pairing of the History of Ancient Greece and Greek Philosophy.

2. If the application and course substitutions meet the above criteria or are approved by the General Education Committee, the director signs the application and sends it to the Associate Dean of Academic Services.

3. The Associate Dean of Academic Services reviews the application and either approves it or makes recommendations for changes.

4. The Academic Services Office sends a copy of the approved application to ODR, the student, the Registrar, and the student’s advisor.

5. The process for amending the agreement is as follows:
   a. The student submits an amended Foreign Language Course Substitution application.
   b. The student attaches a letter explaining the changes.
   c. The process resumes at #4.

6. If the student proposes a substitute class that is not on the Approved List of Course Substitutions, the student must make a proposal that will be submitted to the General Education Committee for approval. If the course is approved, the process resumes at #4 b.