



## **DISABILITY RESOURCE CENTER**

### Substitution Courses and Waivers

Students requesting a course substitution and/or waiver of a course requirement(s) are required to submit documentation of a disability related to the specific subject acquisition to the Disability Resource Center (DRC) in order to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act.

Course substitutions and waivers are determined on a case-by-case basis. Documentation must state specifically how the diagnostic assessment supports the substitution or waiver of the subject course. IEP and/or 504 Plan waiver recommendations alone may not be sufficient to establish accommodation eligibility at the University. NDNU will not accept statements such as “Waived for math” or “The student cannot learn a language” from clinicians without detailed explanation and justification showing the correlation to disability in the supporting documents. The requirements below are provided to ensure that documentation is sufficient and appropriate to verify eligibility.

Documentation must:

1. Include the results of a current (within the last 3 years), comprehensive assessment that is based on adult norms (age 18 and older). For students under the age of 18, supporting documentation and/or appropriate testing must have been completed within the last three years.
2. Include all of the test scores from the assessment, especially the standard scores and percentiles.
3. Include clear and specific evidence stating how disability substantially limits subject acquisition skills.
4. Be on official letterhead and include the printed name, signature, title, professional credentials/license number, address, phone number of each evaluator involved, as well as the date(s) of the testing evaluation. (Certified or licensed mental health clinicians, learning disabilities specialists and educational therapists are appropriate evaluators).

All documentation is confidential and should be submitted to:

Disability Resource Center  
Office of Student Affairs  
1500 Ralston Avenue  
Julie Billiard Hall 100  
Belmont, CA 94002  
DRC@NDNU.EDU