

Accessibility Services Office

Foreign Language Substitution Petition Process (FLS)

Students who have a diagnosed learning, speech, or hearing disability may qualify for a Foreign Language Substitution (FLS). The required documentation shows, quantitatively and qualitatively, that foreign language learning is impossible due to the student's functional limitations. Decisions regarding FLS are made by the Academic Status Committee.

What are the directions for completing the FLS petition process?

1. Begin the FLS the first semester of enrollment at Ohio Wesleyan University. The process should be completed prior to the third semester of enrollment.
2. Provide the Accessibility Services Office (ASO) with professional documentation of your disability. This is required for any FLS requests. Documentation may include:
 - a. A complete psycho-educational battery of tests, including testing that substantiates a language-based learning disability.
 - b. A recommendation for a foreign language substitution.

Note: Requests to substitute foreign language requirements which do not contain all required information may result in automatic denial.

Note: Documentation of the disability should be submitted to the Accessibility Services Office in Corns Hall 316.

3. Complete the Petition for Special Permission form by filling in each blank and writing a personal statement. You may submit the personal statement in a separate word document. The Coordinator of the Accessibility Services Office and Writing Center Tutors (within the Sagan Academic Resource Center) are available for assistance with this step.

Note: Link the impact of your disability to your ability to learn a language. Describe previous attempts at learning a foreign language and the results, including the input you received from support professionals and your family.

4. Submit your completed Petition for Special Permission, Personal Statement, and any additional documentation of your disability (optional if you are already registered with the (ASO) to the Accessibility Services Office.

Note: The ASO Coordinator needs to know if you were exempt in high school. If not exempt, a description of how you were successful in the foreign language courses.

5. The ASO Coordinator will provide a letter documenting the disability and its impact your ability to be successful in standard language based courses.

Note: The ASO Coordinator may ask for further documentation to identify the impact of your disability on language acquisition.

6. Obtain the signature of your faculty advisor to support your FLS request. There is also space on the Petition for Special Permission for your advisor to write a statement of support/denial regarding your petition, if he/she/they so choose.
7. Submit all parts of the completed FLS request (Petition for Special Permission, ASO letter, Faculty Advisor Signature and optional statement, Personal Statement) to the Registrar in University Hall 007 as soon as possible.
8. You will receive notification of the Academic Status Committee's decision by way of your OWU email account, so check it often.
9. Meet with your faculty advisor immediately upon receiving the Academic Status Committee's decision regarding your FLS request.
 - a. If your FLS request is granted, identify two courses to substitute for the foreign language requirement. The list of approved courses is below.

Note: Replacement courses may not be used to meet distribution requirements, to count toward a major or minor, to count as an upper-level 300+ credit, or to fulfill any University requirement other than as a substitute for foreign language competency.

- b. If you successfully complete one language course, you need to select only one course as a substitution. If you attempt a language course and later seek the FLS, the originally-attempted course grade will **not** be deleted from your transcript. Also, students cannot have a language substitution approved late in the semester and be approved to withdraw from a language course after week 10.
- c. The Registrar's Office will need to manually update your degree audit for every class taken as a substitution. You will need to inform the office with your class choice every time.

Course substitution options are listed below. If you have any questions or concerns about the FLS Petition Process, please consult with Stephanie Rowland, Coordinator of the Accessibility Services Office srowlan@owu.edu or 740-368-3990.

OFFICE OF THE REGISTRAR
OHIO WESLEYAN UNIVERSITY
PETITION FOR SPECIAL PERMISSION

Name _____ ID# _____

HWCC Box No. _____ Phone Number _____

Semester and Year applicable to petition _____

Specific permission being sought _____

In the space below, please give a detailed explanation of your request and justification for the special permission being sought. Be sure to include dates wherever pertinent. Please attach documentation to support all claims being made. (A letter from a physician or counselor may be appropriate.) Please print or write legibly or attach a typewritten page.

My signature below indicates that the above statements are, to the best of my knowledge, accurate and true. I understand that I will be subject to University judicial action if this is not the case.

Signature _____ Date _____

(over)

Obtain signatures from the persons checked below, and return the petition to the Office of the Registrar, University Hall 007. Students should not assume this petition has been approved. A copy of this petition, with Committee action noted, will be mailed to the student.

Instructor(s)

University Counselor

Department Chairperson

University Physician

Academic Advisor

Other _____

To those individuals included above: Please sign and date in the space below and indicate your support, or lack thereof, for the request being made in this petition. Any comments you could add which would help the Academic Status Committee rule on this petition are most welcome. If any dates are pertinent to the student's petition, please indicate the. If this petition concerns a withdrawal from a course after the tenth week of the semester, the instructor should indicate Wp (withdrawn passing) or Wf (withdrawn failing). You may also send a letter to the Registrar separate from this petition.

Please do not write below this line

Action:

Chair, Academic Status Committee

Registrar

AFRICA					
SOAN	291	Perspectives on Africa			
BWS	200.2	Intro to Precolonial African History			
BWS	300.3	East African Culture: Literature, Economy and Political Development			
BWS	305	Contemporary Africa in Focus			
BWS	300.5	African Medical System			
ASIA					
SOAN	292	Cultures of the Pacific			
SOAN	293	East Asia Yesterday and Today			
ART	348	Asian Art			
PG	349	East Asian Politics			
REL	104	Religions of the East			
REL	343	Hinduism			
REL	346	Chinese and Japanese Religion			
HIST	116	Introduction to Pacific Asia			
HIST	275	Modern China			
HIST	325	Modern Japan			
MIDDLE EAST					
SOAN	294	Societies and Cultures of the Middle East			
ART	349	Islamic Art			
ART	349	Islamic Art			
REL	300.6	Medieval Islamic Society			
REL	300.4	Islam and Its Political Thought			
HIST	320	Middle East			
CLASSICAL EUROPE					
CLAS	122	Classical Mythology			
CLAS	251	Women in Antiquity			
CLAS	310	Archaic and Classical Greece			
CLAS	321	The Roman Republic			
CLAS	322	The Roman Empire			
HiST	110	Introduction to Ancient History			
ART	341	Classical Art			
REL	316	Ancient Mediterranean Religions			
MODERN EUROPE					
CMLT	110	Myth Legend and Folklore of the European Continent			
ART	300.3	Romanticism to Realism: European Art 1750-1850			
PG	346	European Politics			
REL	141	Islam: An Introduction			
HIST	112	Intro to Modern European History			
HIST	352	20th century Europe			

HIST	362	Imperial Russia and the Soviet Union			
LATIN AMERICA					
PG	348	Latin American Politics			
GEOG	333	Latin American Geographies			
HIST	115	Intro to Latin American History			
HIST	332	Argentina, Brazil, and Chile Since Independence			
HIST	333	Modern Latin America			
HIST	335a	Latin America in Revolution			
HIST	324c	Intellectual history of Modern China			
NOT REGION SPECIFIC					
COMM	300.2	Intercultural Communication			