Foreign Language Substitution
(Degree Requirement)
Petition Packet
The University of Florida
Foreign Language (Degree Requirement)
Cultural Option Substitution

The Colleges of Liberal Arts & Sciences, Fine Arts, and Journalism & Communications require the completion of foreign language courses as part of their degree requirements. A student with a documented disability may petition to complete the requirement through the cultural option substitution. Appropriate documentation must be presented and provide a rationale that the student’s failure to meet the requirement is relative to the disability. If the petition is granted, the student must successfully complete pre-approved cultural options courses in order to fulfill his/her college’s foreign language requirement. Substitution courses must be taken for a grade…taking them pass/fail is not acceptable.

Typically the student will be required to take **12 credits of pre-approved cultural option courses which include a 3 credit language development course and 9 credits of courses from a pre-approved cultural diversity package.**

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**Foreign Language Substitution (FLS) Petition Process**

**NOTICE:** The petition process will take approximately three weeks from the time the petition is submitted to the designated DRC Learning Specialist. It is strongly recommended that you initiate this process as early in your college career as possible. A sense of urgency will allow you time to fulfill any college requirements without consequences (e.g. academic holds, contracts, and probation) which could ultimately delay future registration or graduation.

**Steps:**

- Student meets with a designated Learning Specialist at the Disability Resource Center (DRC) to discuss the petition process.
- Student writes a personal statement requesting the petition and completes the necessary petition forms to submit to the DRC. The personal statement should explain prior attempts to complete high school and/or college foreign language courses and how those attempts have been negatively impacted by his/her disability.
- Student submits the completed petition, which includes documentation of disability and Release Consent form, to the DRC.
- DRC forwards completed petition packet to the committee for review.
- DRC notifies the student & appropriate UF department/s (Registrar’s Office, Academic Advisor) of the committee’s decision.
- If approved, the student will then meet with his/her Academic Advisor (AA) to complete a FLS “Cultural Option Program Plan”. College of Liberal Arts and Sciences students will meet with AA – Linda O’Donnell, College of Communication and Journalism students will meet with AA – Sandra Storr, and College of Fine Arts students will meet with his/her individual AA.
- **It is the student’s responsibility to make sure an approved “Cultural Option Program Plan” is on file with his/her AA and the DRC before taking the substitution courses. Failure to do so may result in the courses not being credited toward fulfilling the Cultural Option requirements. If you alter your “Program Plan,” you should get it approved by your advisor with an addendum.**
The University of Florida
Foreign Language Substitution (FLS) for Degree
Information and Release Consent Form

Which foreign language classes have you attempted in high school/college and what grades did you receive?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Did you receive accommodations for your foreign language classes?
Yes ___ What accommodations did you receive?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

No ___ Please explain
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Release Consent

I, __________________________(print name), give permission to the Disability Resource Center to copy/release the documentation and/or information contained in my file for the purpose of a foreign language substitution petition.

Please write a brief statement of your prior attempts to complete high school and/or college foreign language courses and attach it to this form. Include how your disability has impacted those attempts.
______________________________________________________________________________

Signature Date UF ID #
______________________________________________________________________________

Email Address Phone

If you have any additional questions regarding the FLS process or procedures, please contact Beth Roland at 352-392-8565 or bethr@dso.ufl.edu