



College of Letters & Science
UNIVERSITY OF WISCONSIN-MADISON

Information on how to apply for an L&S BA/BS Language Substitution Package

Application Deadline Reminder

The deadline to submit a completed application for the College of Letters & Science (L&S) Bachelor of Arts (BA) or Bachelor of Science (BS) Language Substitution Package is **Friday of the 4th week of the fall or spring term by 11:59 p.m. Central Time (CT)**. This deadline aligns with the timeline for selecting pass/fail or credit/audit options.

For detailed instructions on how to submit your application, please visit:

L&S Language Substitution Package Information

<https://deans.ls.wisc.edu/non-english-language-substitution-package/>

Important Note:

This substitution package is available **only** to undergraduate students pursuing a degree in the **College of Letters & Science (L&S)**.

L&S BA/BS Non-English Language Requirement: Substitutions for Students with Certain Disabilities

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Introduction

The Disabilities Curricular Accommodations Committee (DCAC) within the College of Letters & Science (L&S) may approve a substitution for the L&S BA/BS language requirement for students whose documented disabilities warrant such an accommodation. This option is available only to students enrolled in the College of Letters & Science and requires **extensive and specific documentation** from both the student and qualified disability specialists.

For more information, students may contact:

- **L&S Undergraduate Academic Deans' Services**
Room 101, Ingraham Hall, 1155 Observatory Drive
Phone: (608) 262-0617
- **McBurney Disability Resource Center**
702 W. Johnson Street
Phone: (608) 263-2741

A flowchart outlining the application process is available on page 6 of this document. Please note that students must schedule an appointment with the McBurney Center **at least one semester prior** to submitting their application. During this appointment, staff will review documentation requirements and determine whether additional testing is needed. (Clinician documentation guidelines are provided on page 10.) Students are strongly encouraged to apply early:

- **Freshmen, sophomores, and juniors:** by the **fourth week of their third semester/term in residence**
- **Senior transfer students:** by the **fourth week of their first semester/term in residence** (excluding summer sessions)

The DCAC meets once during the fall and spring semesters and does not convene during the summer. **Students applying in their senior year should be aware that approval may delay graduation.**

Once approved, students must meet promptly with the Dean's representative from the committee to develop their individualized substitution package.

Application Process Overview

The application process consists of **two (2) parts**:

Part 1: Starting on the **first day of classes** in the fall or spring term, please email the following information to **L&S Undergraduate Academic Deans' Services** at LSDEANS@SAA.LS.WISC.EDU:

- Your full name
- Your UW–Madison ID number
- Your UW–Madison @wisc.edu email address
- A statement requesting to apply for the L&S Undergraduate Non-English Language Substitution Package (LSP)

Once your email is received, you will be provided with additional instructions to complete **Part 2** of the application process.

Checklist of Required Materials for Application Submission

Students must submit a **completed application** by the **end of the fourth week** of the semester or term in which they wish to present their application (fall or spring only). The following materials are required to be uploaded into an individualized Box folder by 11:59 pm CT on the day of the deadline:

1. **High school and Postsecondary Transcripts**
Please provide transcripts from your high school and any other colleges or universities you attended prior to enrolling at UW-Madison. If you do not have copies, you'll need to request them directly from the original institutions.
2. **College Transcript(s) and UW-Madison DARS Report**
Include your most recent college transcript(s) along with a copy of your UW-Madison DARS (Degree Audit Reporting System).
3. **Student Application Form**
Complete and submit the application form found on page 9 of the packet.
4. **McBurney Center Documentation (if applicable)**
If you have accommodations through the McBurney Disability Resource Center, please include a copy of your Faculty Notification Letter or confirmation of accommodations received.
5. **Additional Disability Documentation (if applicable)**
Submit any other relevant and current documentation related to your disability, assembled in consultation with McBurney Center staff.

Disability Documentation Guidelines

To establish eligibility for a disability-related course substitution, students must submit written documentation that:

- Is no more than **three years** old, and
- Meets the University of Wisconsin-Madison’s disability documentation guidelines.

For complete details, please refer to the McBurney Disability Resource Center’s document titled “Eligibility and Documentation”, available at:

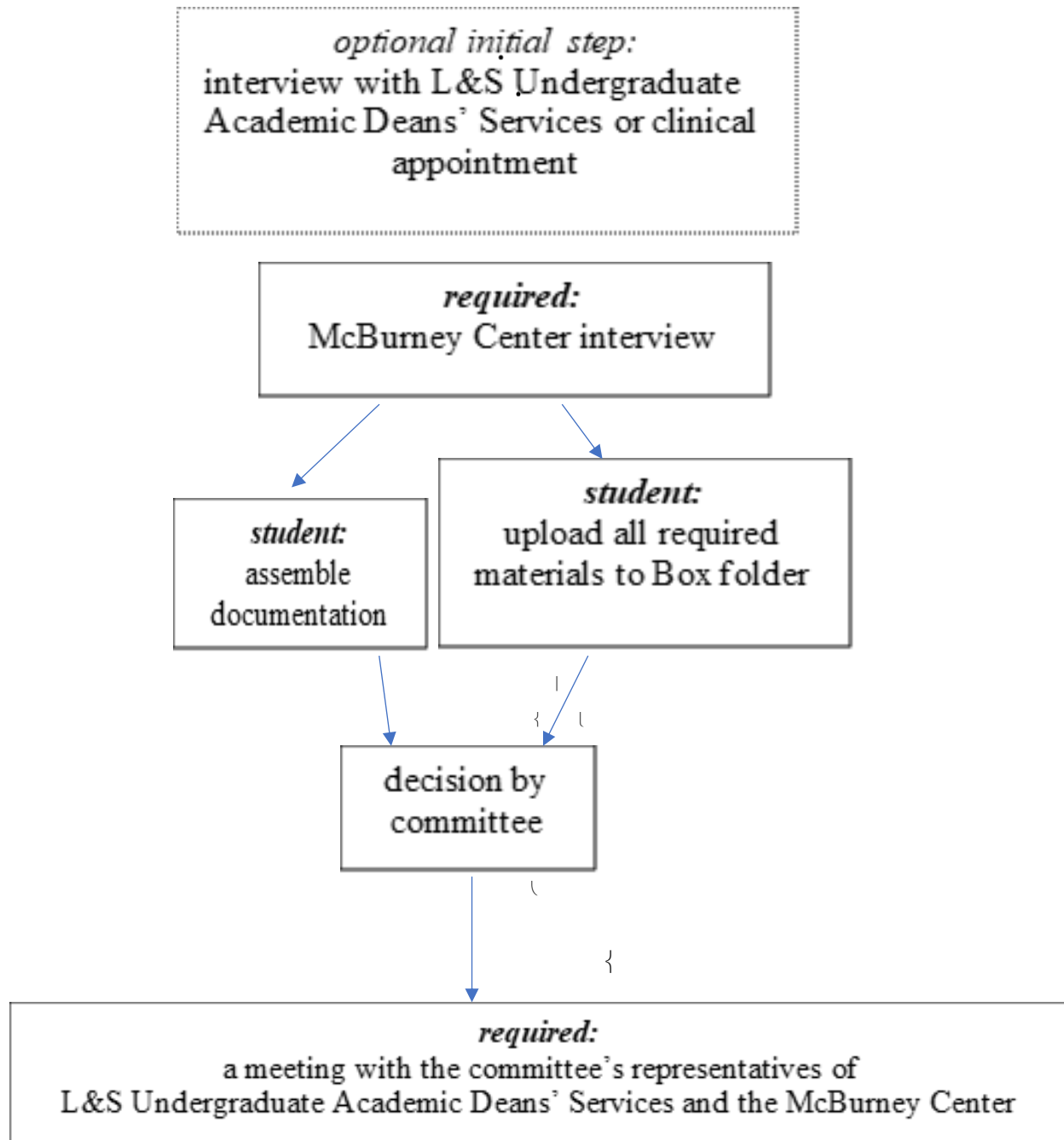
<https://mcburney.wisc.edu/apply-for-accommodations/#documentation>

In addition to documentation of a diagnosed condition, students must also provide specific information explaining how their disability significantly impacts their ability to acquire a non-English language. This should address how the condition creates a disproportionate barrier to learning a non-English language, even if it does not affect performance in other academic areas.

Alternative explanations for difficulty in language learning—such as limited prior exposure, motivation, general aptitude, or other unrelated disabilities—should be considered and ruled out when recommending a course substitution. This explanation must be provided in:

- A personal statement from the student, and
- A professional statement from the student’s treating provider(s).
- It is the student’s responsibility to provide sufficient detail for the Disability Curriculum Accommodation Committee (DCAC) to understand how the disability specifically and substantially interferes with non-English language acquisition. Documentation that describes more general learning challenges, without a clear connection to language learning, may not be sufficient to support a substitution request. In such cases, the committee may recommend further assessment or additional documentation.
- Students may access testing services through a campus assessment clinic for a nominal fee. Please note that these clinics often have a 2–3 month waiting period, so early planning is strongly encouraged. Alternatively, students may choose to be evaluated by a private psychologist or learning specialist qualified to conduct and interpret the necessary assessments. The McBurney Center staff is available to help students explore assessment options.

Flowchart for Application for a Substitution Package for the L&S BA/BS Language Requirement



Language Substitution- L&S 2007 Degree Requirements

This information applies to all students pursuing the College of Letters & Science (L&S) 2007-degree requirements. Students who began their first college or university degree program **prior to May 21, 2007**, or who have **not opted into** the 2007 requirements, should consult the appropriate Undergraduate Catalog for guidance. Archived catalogs are available at: <https://guide.wisc.edu/archive/>.

The L&S BA/BS Language Substitution Package is designed to uphold the faculty's intent in requiring students to engage with a non-English language as part of a well-rounded liberal arts education. Like the standard language requirement, the substitution package introduces students to the structure of language as well as the literature and culture of communities that use a particular language.

Courses used to fulfill the substitution package must be approved by the designated academic dean in L&S Undergraduate Academic Deans' Services (101 Ingraham Hall). Please note that courses used for the substitution package **may not** be applied toward the following requirements:

- Major department requirements
- Breadth requirements (humanities, literature, social science, science)
- Ethnic studies

General Requirement (All Students)

If approved, **B.A. and B.S. students** must complete **one (1) course** focused on language in general, selected from the following approved list:

- **LINGUIS 101** – Introduction to Linguistics
- **CS&D 240** – Language Development
- **ENGL 201, 207, 304, 307, 400, 407, 408, 409** – Various English courses with a language focus

Additional Requirements by Degree Type

B.A. Students must complete **three (3) courses** related to a country, region, or group of countries sharing a common language, distributed as follows:

1. **Literature**
2. **History or Culture**
3. **General Elective**

B.S. Students must complete **two (2) courses** in the same context, distributed as follows:

1. **Literature**
2. **History/Culture or Relevant Elective**

Use of Prior Non-English Language Coursework

Students may apply **up to two semesters of college-level** or **two high school units** (1 unit = 1 year) of the **same non-English language** toward the substitution package:

- **First semester/unit** satisfies the **general requirement** listed above for all students.
- **Second semester/unit** satisfies the **history/culture requirement**, *unless* the substitution package focuses on a different language than the one previously studied.

Example:

If a student completed two years of Spanish in high school but chooses Arabic for the substitution package, they must still complete both the literature and history/culture requirements in Arabic-related coursework for the BS degree.

Denial of Request

Students who are not approved for a B.A. or B.S. Language Substitution may submit additional documentation for reconsideration by the Disabilities Curricular Accommodations Committee. These materials will be reviewed at the Committee's next scheduled meeting. Please note that while additional documentation is welcome, approval is not guaranteed unless the materials clearly support the need for an accommodation.

Student Application Form For a Substitution Package for the L&S BA/BS Language Requirement

You can locate the link to the L&S undergraduate language substitution package at:

<https://deans.ls.wisc.edu/non-english-language-substitution-package/>

***Please note that this substitution package is meant for students pursuing their undergraduate degree within the College of Letters & Science (L&S) only.

Treating Professional Information

To: Treating Professional
From: Disabilities Curricular Accommodations
Committee College of Letters & Science
University of Wisconsin-Madison

Re: Application for substitution of non-English Language Requirement

We are seeking your assistance in evaluating whether the individual who provided you with these materials has a disabling condition that significantly impacts their ability to learn a foreign (non-English) language.

To guide this evaluation, we have included a standard set of questions with this memo. Your responses will help determine whether the individual qualifies for a curriculum substitution package. These questions were designed to address a wide range of disabilities, so we understand that you may not be able to answer all of them. If any question falls outside your scope of knowledge or available information, please feel free to indicate that in your response.

Please note that the focus of this evaluation is specifically on how the disability affects foreign language learning.

If you have any questions or need further clarification, you are welcome to contact the McBurney Disability Resource Center at (608) 263-2741.

The fillable form which you should fill out, save, and share with your client can be found at:

<https://deans.ls.wisc.edu/wp-content/uploads/sites/1717/2022/08/Information-and-Application-for-Treating-Professional.pdf>