



Information on how to apply for an **L&S Language** **Substitution Package**

The deadline to submit a completed application is on Friday at 11:59 p.m. – the [fourth-week deadline](#) for the current term. More detailed information about submitting a completed application can be found at [Language Substitution Package](#).

**Please note that the L&S Language Substitution Package is available *only* to students pursuing an undergraduate degree in the College of Letters & Science (L&S)

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

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I. Introduction

The Disabilities Curricular Accommodations Committee (DCAC) of the College of Letters and Science can approve a substitution to the L&S non-English language requirement for students *in Letters & Science only* with certain disabilities that make a course substitution appropriate. Extensive and very specific documentation is required from students and disability specialists. Further information may be obtained from the L&S Undergraduate Academic Deans' Services (room 101, Ingraham Hall, at 1155 Observatory Drive; (608) 262-0617) or the McBurney Disability Resource Center (702 W. Johnson St.; (608) 263-2741).

A flowchart summarizing the procedure appears on p. 4 of this document. **Note that an appointment at the McBurney Center is required before submitting the application.** This appointment should be made no less than **one semester prior** to applying for the substitution package. McBurney Center staff will help you determine what documentation is necessary for the application, as well as assess whether additional testing is required. (Documentation guidelines for the clinician are provided on pp. 8-9.)

Students are encouraged to file the application early (for freshmen, sophomores, and juniors, no later than the fourth week of their third semester in residence; for senior transfers, no later than the fourth week of their first semester in residence, excluding summer sessions). The Committee meets once during the fall semester and once during the spring semester. It does not meet in the summer. *Please note that students who apply in their senior year may delay graduation.*

Students who are approved for a language substitution package are required to meet with the Dean's representative from the committee as soon as possible after approval to develop the substitution package.

II. Checklist of materials needed

The following is a checklist of materials required. **Students must submit a completed application by the end of the fourth week of the semester/term in which they wish to present their case for review (either fall or spring).** The required documents are:

1. High school transcript and transcripts from other postsecondary institutions you may have attended prior to UW-Madison (need to contact original high school or other institution of higher learning for these records if you do not have copies)
2. College transcript
3. Student application form (see p. 7)
4. Copy of McBurney Faculty Notification Letter (or confirmation letter of accommodations received) if student has one
5. Other relevant and current disability documentation assembled in consultation with McBurney Center staff

III. Disability Documentation Guidelines

In order to establish disability, students must submit written documentation that is **no more than three years old**, and that meets UW-Madison disability documentation guidelines. For full details see the McBurney Center document titled “Disability Documentation Policies” or go to <http://www.mcburney.wisc.edu/information/documentation/disdocpolicies.php>.

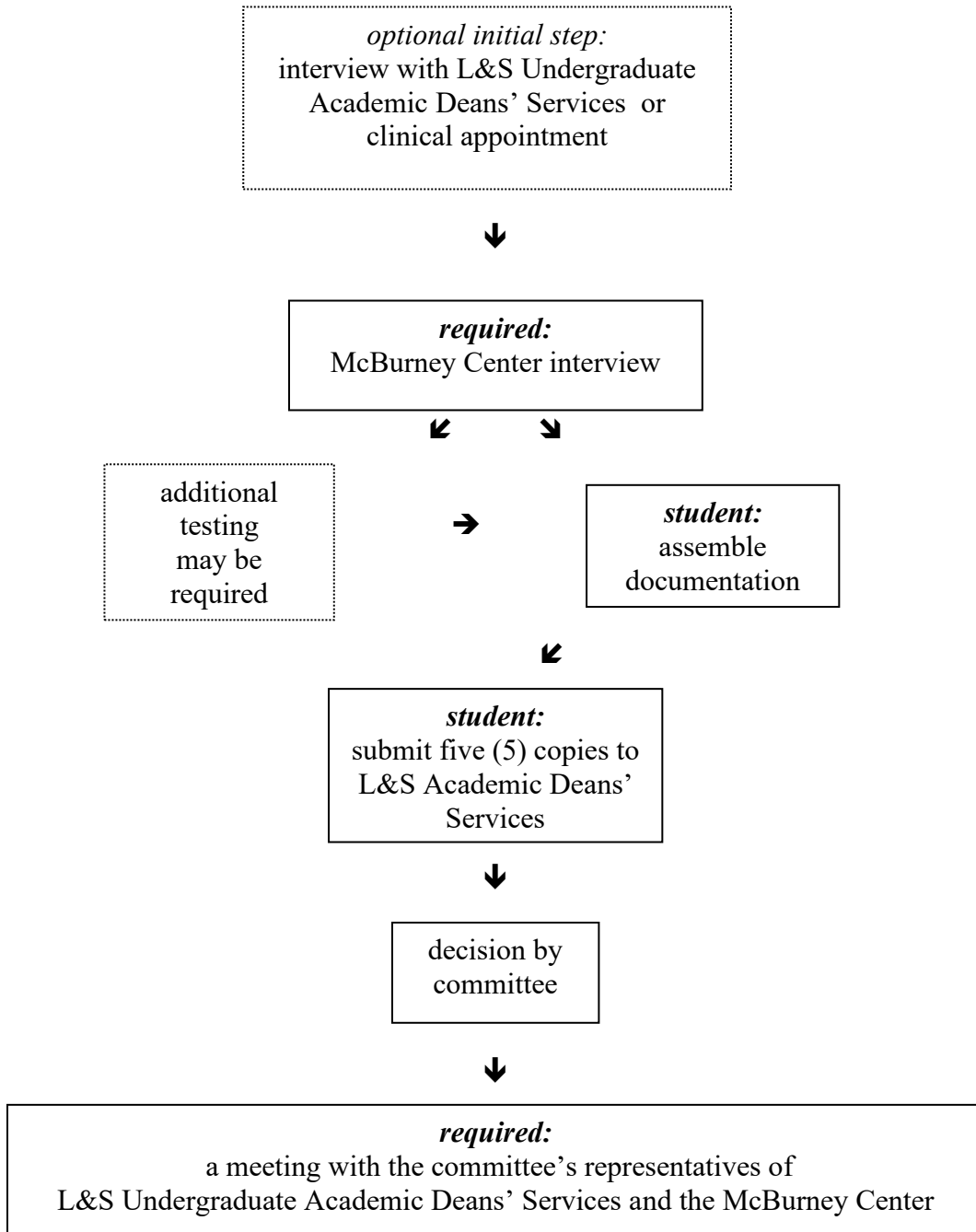
In addition to providing documentation of a specific condition or disorder, students must also provide information that specifically addresses how their disability disproportionately affects non-English language acquisition. In other words, what is it about the disorder that interferes with the student’s ability to pass successive semesters of studying a language other than English but may or may not present the same barrier to learning in other academic coursework? Alternative explanations for lower-than-expected performance in language (e.g., motivation, lack of prior learning opportunities, low aptitude, or other disabilities) should be considered and ruled out when making a recommendation for a course substitution. This information shall be provided both by the student in a personal statement and by the student’s treating professional(s).

It is the responsibility of the student to provide sufficient information to permit the DCAC to fully understand and appreciate how the student’s disability specifically and substantially interferes with language learning. Documentation that suggests the disorder(s) may affect learning more globally and is not uniquely tied to non-English language acquisition may be considered insufficient to establish a clear need for a substitution package in this single curriculum area. The committee may recommend that the student engage in additional assessment or provide more complete information to reconsider such a case.

Students may be tested for a nominal fee at a campus assessment clinic; however, please be aware that these clinics often operate with a two-to three-month waiting list. If current documentation is needed, students are advised to plan well in advance. Alternatively, if they so choose, student may be tested by private psychologists or learning disabilities specialists qualified to administer and interpret the required examinations. The McBurney Center staff can advise students of assessment options.

IV. FLOWCHART FOR APPLICATION FOR A SUBSTITUTION

PACKAGE FOR THE L&S NON-ENGLISH LANGUAGE REQUIREMENT



V. Substitution Packages

The following information applies to all students pursuing the L&S 2007 degree requirements. Students who matriculated to their first college or university degree program before May 21, 2007, or who do not opt into the 2007 degree requirements, should consult previous catalogs for relevant information. Previous Undergraduate Catalogs can be found at <https://guide.wisc.edu/archive/> .

The L&S Non-English Language Substitution Package is designed to fulfill the faculty's intention in requiring language other than English as a part of the college curriculum. Specifically, the Language Substitution Package, like the L&S non-English language requirement, provides students with information about language in general as well as the literature and culture of the people using a particular language. Courses used to meet the substitution must be approved by the designated academic dean in L&S Undergraduate Academic Deans' Services (101 Ingraham Hall). Classes used for the substitution package cannot be used to fulfill any of the following requirements: major department requirements, breadth (humanities, literature, social science, science), ethnic studies, math, and General Education Requirements (Comm A, Comm B, QR-A, QR-B).

1. If approved, B.A. and B.S. students must complete one (1) course having to do with language in general (selected from an approved list of classes). Students should select one course from the following list:

- a. LINGUIS (Linguistics) 101
- b. CS&D (Communication Sciences & Disorders) 240
- c. ENGL (English) 201, 207, 304, 307, 400, 407, 408, 409

2. In addition:

B.A. students must complete the following:

Three (3) courses related to a country, region, or a group of countries sharing a common language in the following areas:

- a. Literature
- b. History or culture
- c. General elective

B.S. students must complete the following:

Two (2) courses related to a country, region, or a group of countries sharing a common language in the following areas:

- a. Literature
- b. History/culture or relevant elective

Students who have completed and passed a foreign language course or courses prior to appealing to the Disabilities Curricular Accommodations Committee may use a maximum of two college semesters or two high school units (one unit equals one year) in the same language toward the substitution package as follows:

- first semester or equivalent meets requirement 1 above
- second semester or equivalent in the same language meets the culture requirement, unless the language concentration chosen for the substitution package differs from the foreign language studied in high school.
(For example, if a student did two units of Spanish in high school and decided to switch to Arabic for the purposes of the foreign language substitution package, then they would still need to satisfy both the literature and the history/culture requirements listed above.)

VI. Denial of Request

Students who are denied an L&S non-English Language Substitution may submit additional materials for reconsideration by the Committee at its next meeting.

**Student Application Form
for a Substitution Package for the L&S Non-English Language Requirement**

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

<https://deans.ls.wisc.edu/wp-content/uploads/sites/1717/2023/03/LS-Foreign-Language-Substitution-Package-Application.pdf>

To: Treating Professional
From: Disabilities Curricular Accommodations Committee
College of Letters & Science
University of Wisconsin-Madison
Re: Application for substitution of Foreign Language Requirement

We would like your help in evaluating whether the individual who has provided you with these materials has a disabling condition that would directly impair their ability to learn a foreign language. We have a standard set of questions that are attached to this memo. Your answers will help us evaluate whether this individual qualifies for a curriculum substitution package. Because these questions were developed for a broad range of disabilities, we recognize that you may not be able to comment on or you may have limited information regarding some of the questions. Should this occur, please indicate that in your response. Please note that these questions relate specifically to the interaction between the disorder and foreign language learning. If you have questions about this request, you may contact the McBurney Disability Resource Center, (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>