



## SECTION B: Office of the Registrar

**EFSC Procedures as well as the student's curriculum, catalog year and educational or career goals were considered in rendering this decision.**

- The Office of the Registrar has reviewed and approved the student's request. It is compliant with EFSC procedures and will not compromise the integrity of the student's program.
- The Office of the Registrar has reviewed the student's request and does not believe it warrants further consideration. A brief explanation for this decision:

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Office of the Registrar Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## SECTION C: Offices of Accessibility/Disability Services (SAIL) and Student Affairs

- Reviewed and Approved: The Office of Accessibility/Disability Services has reviewed the student's disability documentation in terms of type, severity and relevance to the requested substitution and the avenues that have been pursued in an attempt to successfully complete the course/s for which a substitution is sought.
- The Office of Accessibility/Disability Services has reviewed the student's request and does not believe it warrants further consideration. A brief explanation for this decision:

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Director of SAIL Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- The Office of Student Affairs has reviewed and approved the student's request based upon evaluation of the student's academic record and recommendations from the Offices of the Registrar and Accessibility/Disability Services.
- The Office of Student Affairs has reviewed the student's request and does not believe it warrants further consideration. A brief explanation for this decision:

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AVP of Student Affairs Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The committee consisting of the Director, Student Accessibility Services; the Associate Vice President, Student Affairs; and the Registrar convened on the following date: \_\_\_\_\_.

Request was:  Approved  Denied

## SECTION D: Office of the Registrar

- Request has been processed, noted in SPACMNT, student notified, and copy scanned into student's record.

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_