

Application for a Common Curriculum Second Language Substitution Accommodation  
*Disability Accommodations & Success Strategies (DASS)*

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
SMU ID: \_\_\_\_\_ DOB: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Standing: \_\_\_\_\_ First Year \_\_\_\_\_ 2<sup>nd</sup> Year \_\_\_\_\_ 3<sup>rd</sup> Year \_\_\_\_\_ 4<sup>th</sup> Year \_\_\_\_\_ 5<sup>th</sup> Year  
Expected graduation date: \_\_\_\_\_ Semester/Year began at SMU: \_\_\_\_\_  
Field of Study/Major: \_\_\_\_\_ Academic Advisor(s): \_\_\_\_\_  
How many months away is your expected graduation? \_\_\_\_\_

NOTE: In most cases, it is not logistically possible to implement this accommodation in less than 12 months.

1. What is your disability?

When were you first diagnosed with this disability?

2. Is documentation of your disability on file with our office? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If no, please provide it as soon as possible.

Have you previously filled out the Student Request for Accommodation Eligibility form on our website?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If no, as soon as possible, please submit the online form found at:

<https://www.smu.edu/Provost/ProvostOffice/SAES/AcademicSupport/SASP/Services/DASS/ApplyingforAccommodations>

3. Describe how your disability specifically impacts acquisition of a second language.

4. Were you approved for any accommodations at SMU or your previous school?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, which ones did you use?

Please submit school documents verifying approved accommodations (IEP, etc.).

5. Were courses in second language required for graduation from your high school?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Did you attempt a second language in middle or high school? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, list the courses taken, grades received and any outside support and/or accommodations used. Please submit available teacher reports and/or comments related to your performance in second language classes.

School Year/SL Courses	Course Grades	Support used/Amount	Accommodations used
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1.  
2.  
3.  
4.  
5.

If no, please explain why and if you took any other courses to fulfill the requirement.

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

6. Have you attempted a second language at SMU? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please list course(s), instructor(s), grade(s) and describe your performance and experience.  
Indicate if you used accommodations and/or outside support.

- Are you currently enrolled in a second language course? \_\_\_\_\_ Yes \_\_\_\_\_ No  
7. Have you taken a second language placement exam at SMU? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please list date of test and score.

- Are second language courses a requirement for your major? \_\_\_\_\_ Yes \_\_\_\_\_ No  
8. Did your most recent psycho-educational testing include the Modern Language Aptitude Test (MLAT) or  
CTOPP (Comprehensive Test of Phonological Processing)? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please provide a copy of your results for your file.

9. Why would (1) a second language such as American Sign Language or Latin; or, (2) typical disability  
accommodations such as extended test time not be sufficient to help you with second language courses?

**10. Please indicate the status of the additional documents required to review this request:**

- |   |                 |                   |
|---|-----------------|-------------------|
| a. DASS online request form                           | Submitted _____ | Will submit _____ |
| b. Verification of previous accommodations            | Submitted _____ | Will submit _____ |
| c. Transcript from previous school(s) w/grades in SL  | Submitted _____ | Will submit _____ |
| d. Comments from previous SL instructor(s)            | Submitted _____ | Will submit _____ |
| e. Diagnostic documentation                           | Submitted _____ | Will submit _____ |
| f. SMU 2 <sup>nd</sup> language placement score       | Submitted _____ | Will submit _____ |
| g. If requested by DASS, other test scores and report | Submitted _____ | Will submit _____ |

Students must submit **by stated deadlines** this application along with documentation of their disability and how it impacts their ability to learn a second language. All submitted information will be reviewed before a decision is made. The review for this accommodation requires more than the typical 2 – 3 weeks. For incoming students, this accommodation most likely will not be finalized before academic advising sessions conclude. DASS may request an interview with the student before finalizing a decision.

**Submission of this form does not guarantee approval.** Approval of a DASS second language accommodation does not guarantee departmental approval, which relies on degree plan and curriculum considerations. Students granted a DASS second language substitution will be responsible for pursuing implementation of this accommodation with involved departments and academic advisors. DASS is not involved beyond the review, approval, or denial of this request. SMU students must have enrolled in at least one course toward fulfilling the Second Language requirement by the fall term of their Junior year as stated in the Course Catalog.

By submitting this application, I (1) grant DASS permission to contact provided sources regarding this request; (2) grant DASS permission to release information regarding this request to my SMU academic advisor; and (3) acknowledge that I have reviewed and understand the Second Language Substitution Accommodation Guidelines on the DASS web site.

Please submit all materials through the DASS Link portal.

Southern Methodist University Disability Accommodations and Success Strategies (DASS)  
WEB: [www.smu.edu/DASS](http://www.smu.edu/DASS) PHONE 214.768.1470 \* FAX 214.768.1255 \* EMAIL: [dass@smu.edu](mailto:dass@smu.edu) 2/16/24