Any individual with a current documented disability that is requesting a reasonable modification/substitution for any college requirement, including but not limited to, admission to the college, admission to a program of study, entry to upper division and/or graduation requirement(s) must follow the appropriate procedure as outlined below

I. Determining Eligibility
Individuals must submit to the Disability Resource Center evidence of a current documented disability written/assessed by a qualified professional. The documentation must verify that the disability (ies) exists, identify the individual's functional limitations, and the degree to which it affects his/her everyday functionality. The documentation will be reviewed by the Disability Resource Center for compliance with federal, state, and college guidelines.

II. Substitution/Modification Requests
A. Eligible individuals requesting an approval for a reasonable substitution/modification of one or more requirements must petition, in writing, and provide documentation for such substitution/modification. The substitution/modification petition packet should minimally include all of the following:
   1) Identification of the specific requirements for which substitution/modification is requested.
   2) Documentation of the disability, which is the basis of the request.
   3) Documentation that the failure to meet the requirement(s) for which the substitution/modification is requested is related to the disability.
   4) A copy of the individual’s State College of Florida, Manatee – Sarasota transcript including test scores and transfer information (only applies to students requesting substitution/modification).

B. The completed package should be submitted to the Coordinator for the Disability Resource Center (student requests) or the ADA Coordinator (faculty/staff requests) who will then forward the packet to the appropriate Chair or Director of the Department in which the substitution/modification is requested or, in the case of an employee, their supervisor, within five (5) business days.
C. The Chair/or appropriate director (Panel Chair) will convene a panel to review the request within ten (10) business days from the receipt of the petition package. The panel will include at a minimum:

1) Faculty representing the area in which the substitution/modification is requested (student request only)
2) Department Chair representing an outside subject/service area (student request only)
3) Coordinator of the Disability Resource Center
4) Advisor, Student Development
5) Disability expert (in the area of the student’s functional limitations)
6) ADA Coordinator
7) State College of Florida, Manatee – Sarasota student advocate (optional non-voting member)

The Panel Chair will forward the Panel’s recommendation, in writing, to the Associate Vice President of Academic Quality & Success. The Panel's written recommendation shall include the rationale for the decision and in the cases where a substitution/modification is recommended, specification of the substitution/modification. The Associate Vice President of Academic Quality & Success will communicate his/her decision, in writing, to the person submitting the request, as well as other appropriate College personnel, within ten (10) business days of receipt of the Panel’s recommendation.

III. Due Process

Persons denied substitution of one or more requirements may appeal the decision to the Vice President of the appropriate area within ten (10) business days of receipt of the written decision from the Associate Vice President of Academic Quality & Success. The respective Vice President will review the original petition, documentation, the recommendations of the panel, the decision of the Associate Vice President of Academic Quality & Success and other information deemed pertinent to the appeal. The Vice President will communicate his/her decision, in writing, within ten (10) business days of receipt of the written appeal. Decisions of the Vice President with regards to substitution/modifications of requirements shall be final.

IV. Articulation with other Institutions

A. Admission and Graduation requirement

To provide articulation with other state universities, State College of Florida, Manatee - Sarasota shall accept all substitutions/modifications previously granted by other state post-secondary institutions and/or institutions with which we have articulation agreements as they may relate to admissions to the college, admissions to a program of study, or graduation from State College of Florida, Manatee – Sarasota. Substitutions/modifications granted by proprietary and out-of-state post-secondary institutions will be considered utilizing the substitution request procedure outlined in Part II of this Procedure.

B. Transfer of Substitution/Modification

The Registrar Office shall maintain in the student’s permanent record the official approval of reasonable substitutions/modifications. The "Record of Approval for Reasonable Substitutions/Modification" shall serve as the articulation document to other post-secondary institutions and will be transferred to other state institutions upon request of the individual.
While State College of Florida, Manatee – Sarasota expects and strongly encourages other post-secondary institutions to recognize and accept course substitutions, there is no guarantee, expressed or implied, that the substitution will be recognized by any other college, university, or future employer.

This procedure shall be included in the College Catalog.