


PROCEDURE

Subject	Reasonable Substitutions/Modifications for Students with Disabilities	Number: 4.015.01
Source	Vice President, Academic Affairs	Reference (Rule#): 6HX14-4.015
President's Approval Date:	 6/20/2017	

Any student or applicant for admission with a current documented disability, including but not limited to Deaf/Hard of Hearing, Visual Impairment, Specific Learning Disability, Orthopedic Impairment, Speech/Language Impairment, Emotional/Behavioral Disability, Autism Spectrum Disorder, Traumatic Brain Injury, and or Other Health Impairment 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

The student requesting a course substitution due to a documented disability must initiate the process by self-identifying to the State College of Florida Disability Resource Center (“DRC”). Documentation will be reviewed by the DRC for compliance with federal, state, and college guidelines. The DRC will provide the student with information on the necessary steps to prepare for the course substitution process.

II. Substitution/Modification Requests

The student must provide current documentation of disability(ies) by a qualified professional. Documentation must include a diagnosis, description of the nature and severity of the disability(ies), functional limitations, and sufficient evidence that the disability is directly impacting the student’s academic success in the subject area of the request for substitution.

The student must complete the Student Petition Form-Request for Course Substitution, located on the DRC website. This form addresses history of disability, explanation of classes in the substitution subject area resulting in poor grades, explanation of classes outside the substitution subject area resulting in good grades, and explanation of accommodations, tutoring, and other resources utilized.

The student must print a copy of the unofficial SCF Transcript from SCF Connect.

The student may provide any additional relevant information.

Student signed petition, documentation, and unofficial transcript must be submitted to the Disability Resource Center Coordinator as a packet. Incomplete packets will not be accepted.

III. Reasonable Substitution/Modifications Panel

- A. The Coordinator for the Disability Resource Center (Panel Chair) will convene a panel, appointed by the Vice President, Academic Affairs, to review the request. The panel will include at a minimum:
- 1) Department Chair or Faculty representing the area in which the substitution/modification is requested
 - 2) Department Chair or Faculty representing an outside subject/service area
 - 3) Coordinator of the Disability Resource Center (Panel Chair)
 - 4) Disability expert (in the area of the student's functional limitations)
 - 5) SCF 504 Coordinator or ADA Coordinator
 - 6) Representative from Academic Advising
 - 7) Representative from the Academic Resource Center
 - 8) Representative from A. S. Program
- B. 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 approved courses. The Vice President, Academic Affairs will communicate the panel's decision in writing, to the student submitting the request, as well as other appropriate College personnel, within ten (10) business days of receipt of the Panel's recommendation.
- C. All documents related to petitions will be kept confidential and housed in the Disability Resource Center. Records (Chart of Decisions) regarding the number of students granted substitutions will be kept by the Coordinator of the Disability Resource Center and will include: 1) disability, 2) number of students, 3) required course(s), 4) substituted course(s), 5) discipline area, 6) number of substitutions requested, 7) number of substitutions granted.

IV. Due Process

Persons denied substitutions/modifications of one or more requirements may appeal the decision to the Vice President, Strategic Enrollment Management within ten (10) business days of receipt of the written decision. Upon review of the petition packet, and after consultation with the Coordinator of the Disability Resource Center and Disability Expert; the Vice President, Strategic Enrollment Management will communicate his/her decision in writing. Results of the written appeal will be provided to the student within ten (10) business days of receipt of the written appeal. Decisions with regards to substitution/modifications of requirements shall be final.

V. Articulation with other Institutions

- A. Admission and Graduation requirement

State College of Florida, Manatee- Sarasota shall accept all substitutions/modifications previously granted by other state post-secondary institutions and/or institutions with which SCF has 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 postsecondary institutions will be considered utilizing the substitution request procedure outlined in Part II of this Procedure.

B. Transfer of Substitution/Modification

The Educational Records 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. Students will be counseled to understand that courses may not be accepted if the student has changed his/her course of study.

C. Procedure Accessibility

Information regarding the availability of this procedure shall be included in the College Catalog, the Student Hand Book and Planner, the DRC web pages and hard copy materials listing the access and support services available through the DRC.