



Students with Disabilities Admission and Graduation Substitution and Waiver Policy

1. Procedures governing waivers and substitutions of graduation requirements are set by the §1007.264, F.S., §1007.265, and F.S. §1004.91, the Community Colleges Rule (6A-10.041) and the Palm Beach State College District Board (Rule 6HX-18-3-42).
2. Requests for substitutions and/or waivers are reviewed by a College-wide committee appointed by the President and composed of administrators, faculty and staff members. This includes requests for exemption of CLAS and TABE requirements.
3. To maintain objectivity and equity, students do not appear in person before the committee; rather, their petition is presented by the campus disability advisor. Each student petition is considered on a case-by-case basis.
4. Petitions must include: (1) appropriate documentation of the disability; and (2) an updated transcript. Petition can also include: (3) information regarding student's secondary and postsecondary academic history, including subject area/test attempts; (4) accommodations used; (5) input from faculty and staff.
 - a. Documentation verifying the disability must have been completed by a qualified professional within a recent period of time.
 - b. Input from instructional faculty and staff includes student performance, effort, and attendance. Staff input can also include recommendation of DSS campus advisor.
5. Students may appeal, in person, a substitution denial or a determination of ineligibility to the Vice President of Academic Affairs. This appeal must be initiated within 30 days of the student's notification of the Committee's decision.
6. Colleges in the Florida State College system are required by Rule 6A-10.041 to accept all substitutions previously granted by a state postsecondary institution. Every consideration will be given to substitutions previously granted by private and/or out-of-state institutions. However, Palm Beach State College cannot guarantee or mandate that substitutions granted here will be accepted by out-of-state postsecondary institutions.