Policy:

1. Eligible students with disabilities, as defined by State Board of Community Colleges Rule 6A-10.041, shall be granted reasonable substitutions with regard to admission and graduation requirements.

2. The President shall appoint an Academic Substitution Committee for students with disabilities minimally consisting of a student services administrator, academic affairs administrator, a counselor for students with disabilities, and two other professional personnel, to review substitution requests, identify reasonable substitutions and make substitution decisions on an individual basis.

3. If a student with a disability attempts a required course and receives an unsatisfactory grade in the course, the grade the student receives in an approved substitute course will be used in place of the grade of the required course in computing the student’s Grade Point Average (GPA). Only the last attempt of the substitute course will be used in the GPA calculation, regardless of when it is taken. A student who receives a waiver or substitution for a course in which he or she is currently enrolled will be permitted to officially withdraw from the course without penalty even if the regular deadline for withdrawal has passed.

5. Students may appeal a substitution denial or a determination of ineligibility to the Vice President of Academic Affairs, who will review the case and make a recommendation to the President.

6. Palm Beach Community College will honor substitutions previously granted under published procedures by any other institution in the Florida Community College or State University System. Information about this procedure shall be published in the College Catalog and the Student Handbook.