

Palm Beach State College

Board Policy

TITLE	Students with Disabilities – Admissions and Graduation Substitutions	NUMBER 6Hx-18-3.42
LEGAL AUTHORITY	F.S. 1007.264, F.S. 1007.265 F.A.C. 6A – 10.041	PAGE 1 of 1
DATE ADOPTED/AMENDED	Adopted 9/27/1988; Amended 1/11/1995, 6/19/2001, 5/13/2014	

Policy:

1. Eligible students with disabilities, as defined by State Board Rule 6A-10.041(1), F.A.C., shall be eligible for a reasonable substitution for any admission requirement to the College, program of study, or upper division courses where documentation can be provided that the person's failure to meet the admission requirement is related to the disability. Eligible students include students documented as having a hearing impairment, including deafness; a visual impairment, a specific learning disability, an orthopedic impairment, a speech or language impairment; an emotional or behavioral disability, autism spectrum disorder, or traumatic brain injury.
2. Eligible students with disabilities, as defined by State Board Rule 6A-10.041(1) shall be eligible for a reasonable substitution for any graduation requirement where documentation can be provided to show that a person's failure to meet the requirement is related to the disability and where failure to meet the graduation requirement does not constitute a fundamental alteration in the nature of the program.
3. In accordance with Rule 6A-10.041(4), the College will allow students who qualify for a course substitution to be exempt from the college preparatory requirements in the applicable skill area, as provided in State Board Rule 6A-10.0315, F.A.C., provided that successful completion of the college preparatory coursework is not considered an essential part of the curriculum in the student's academic program.
4. In accordance with Rule 6A-10.041(2), the procedures to this policy provide the mechanism:
 - to identify students eligible for reasonable substitutions.
 - for identifying reasonable substitutions for criteria for admission to the institution.
 - admission to a program of study, entry to upper division, or graduation related to each disability.
 - for making substitutions known to affected persons.
 - for making substitution decisions on an individual basis.
 - for a student to appeal denial of a substitution or a determination of eligibility.

5. In accordance with Rule 6A-10.041(3), the college will accept all substitutions previously granted by other state postsecondary institutions.
6. In accordance with Rule 6A-10.041(6), the college shall maintain and report records on the number of students granted substitutions by type of disability, the substitutions provided, the substitutions identified as available for each documented disability and the number of requests for substitutions which were denied. The college shall report such information to the Department of Education, Division of Florida Colleges once a year by July 1.

Procedures: Policy 6Hx18-3.42 - Students with Disabilities – Admissions and Graduation Substitutions

1. Procedures governing waivers and substitutions of admission and graduation requirements for students with disabilities are set by §1007.264, F.S., §1007.265, and F.S. §1004.91, Rule 6A-10.041, F.A.C., and the Palm Beach State College District Board of Trustees Policy (6Hx-18-3.42).
2. The President shall appoint an Academic Substitution Committee for students with disabilities minimally consisting of a student services administrator, a faculty member, a Disability Support Services manager, and two other professional personnel, to review substitution requests, identify reasonable substitutions and make substitution decisions on an individual basis. The substitution committee will meet a minimum of three times during an academic year, once each academic term.
3. Eligible student must formally submit a written request for a substitution and/or college preparatory exemption to their campus Disability Support Services (DSS) Manager. Documentation of a disability, which includes evidence that the failure to meet the requirement is related to the disability, must also be provided.
4. 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. This appeal must be initiated within 45 days of the student's notification of the committee's decision.
6. The mechanism for the making of designated substitutions will be made known to affected persons by inclusion in the College catalog, Student Handbook, and through the Office of Disability Support Services (printed materials and webpage).