



# Santa Fe College Rules Manual

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Title: **Admission/Graduation Requirements: Disabled Students** **Procedure 7.2P**

Based on Rule 7.2

Effective Date: July 9, 2012

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## Purpose and Overview

This procedure is established to provide students with disabilities reasonable substitutions of requirements for admission to the College or to a program of study, as well as for graduation from the College. For the purposes of this procedure, students are eligible if they have one or more of the following disabilities, as defined in Florida Administrative Code Rule (FAC) 6A-10.041: Deaf/Hard of Hearing, Visual Impairment, Specific Learning Disability, Orthopedic Impairment, Speech/Language Impairment, Emotional or Behavioral Disability, Autism Spectrum Disorder, Traumatic Brain Injury, or Other Health Impairment. Course substitutions will only be utilized in cases where the person's failure to meet the requirement is related to a disability and where the failure to meet the requirement does not constitute a fundamental alteration in the nature of the program.

## Procedures

- A. Procedures for developing the Course Substitution Committee (CSC or committee)
1. Membership: The Provost and Vice President for Academic Affairs will appoint a Course Substitution Committee and its chair to act on substitution requests. The committee will consist of six members, including representatives from Disabilities Resource Center (DRC), Career and Technical Education, Liberal Arts and Sciences, and the Advisement, Counseling, and Career Center. The term of committee members shall be three years.
  2. Responsibilities: Responsibilities of the Course Substitution Committee will include the following:
    - a. Be familiar with legislation regarding course substitutions for students with disabilities.
    - b. Review each request on a case-by-case basis. While students within a common disability category shall not be assumed to have the same needs as

others in that category, the CSC will strive for consistency in its review of each individual's unique circumstances.

- c. Use a fact-finding, problem-solving approach to assure action on each request.
  - d. Act on each request within 30 days after reviewing completed documentation.
  - e. Determine which person(s) from academic departments in question, who are not members of the committee, should be involved in the individual case. Those invited to participate in an individual case are representatives of their departments providing information to the committee, and will not have decision-making authority on behalf of the committee. The CSC chair will coordinate scheduling of the meeting(s) and inform the student in writing of the committee's decision.
  - f. Ensure all records, discussions, and information regarding students are confidential at all times during the review process and after the conclusion of each case. All documents used by committee members during a meeting must be returned to the CSC chair at the conclusion of each meeting, making the chair the records custodian for those documents.
3. Overview of Process: The defined procedures apply to all academic programs, including AA, AS, AAS, Postsecondary Vocational, and baccalaureate programs.

In consultation with the appropriate chair/director and faculty, the CSC will review what is "essential" to a course of study or degree requirement and determine whether making a substitution would substantially alter the essential learning outcomes of the course or requirement. In cases where a substitution would fundamentally alter the basic skills or knowledge necessary to fulfill a given requirement (especially for requirements involving specific professional skills), the committee may find that no substitution is possible.

When a course substitution is requested, the student must be able to substantiate that s/he has attempted to meet the requirement or a similar requirement with appropriate academic accommodations, academic support services, and resources. The petition must be made early enough in the student's college career to be processed according to the established procedure and for the recommended modification(s) to be implemented in a timely manner.

In every case, it is the student's responsibility to initiate the petition and to provide all information necessary to support the modification requested.

In cases where the CSC recommended the student attempt a course with accommodations, and subsequently the student failed the course, the committee may recommend to the Registrar a late withdrawal or late drop from the course. There must be sufficient evidence the student made a reasonable effort to succeed in the course.

A student may be exempt from the college preparatory requirements as provided in 6A-10.0315, F.A.C., in the basic skill area for which the student is eligible for a course substitution, provided that successful completion of the college preparatory coursework is not considered an essential part of the curriculum in the student's academic program.

SF, with other state postsecondary institutions, pursuant to 6A-10.041, F.A.C., will accept all substitutions previously granted by other state postsecondary institutions and/or institutions with which the college has articulation agreements as they relate to college admission, admission to a program of study, or graduation from SF.

#### B. Procedure for Disability-Related Substitution Requests

1. Eligibility for petition: To be eligible for petition, the student must meet the following criteria:
  - a. The student requesting a course substitution due to a documented disability must initiate the process by self-identifying to Santa Fe's Disabilities Resource Center (DRC). The DRC provides the student with information on the necessary steps to prepare for the course substitution process.
  - b. The student provides valid diagnostic evidence that the nature and severity of the disability precludes completion of the course/program requirement despite the provision of accommodations.
  - c. The student has documented at least one valid attempt at an accredited postsecondary institution to succeed in the course or program requirement, unless the condition is presenting an insurmountable barrier that precludes a successful attempt.
2. Required Documentation: The student must provide the Disabilities Resource Center (DRC) with the following materials:
  - a. Current, relevant, and comprehensive documentation and assessment data from an appropriate certified professional. Documentation must substantiate both the specific disabling condition and its impact upon the student's ability in the subject area.

- b. A letter written by the student and appropriate documentation which together provides a case history documenting the student's problem in learning related material from high school to the date of petition, including the following:
- 1) Personal statement of the student indicating the reason for the request, including prior experiences with the subject matter;
  - 2) Statement of consultation with an academic/program advisor regarding the student's career and educational goals;
  - 3) History of academic accommodations, if any, used by the student during course attempts at SF;
  - 4) Information regarding special services and program modifications received in elementary, secondary, and post-secondary education at other institutions, if relevant (a waiver of a subject in high school does not guarantee a substitution at the College);
  - 5) Transcripts of courses and grades, as well as any letters from appropriate high school personnel and/or college faculty attesting to the student's efforts and diligence in attempting to master the subject matter;
  - 6) Any additional relevant information the student wishes to submit.

Note: The student's primary DRC counselor may also submit a statement summarizing the student's history from the perspective of a disability services professional.

C. Procedures for Appealing the Denial of a Reasonable Substitution

1. Students may obtain appeal forms from the Disabilities Resource Center.
2. If a student is dissatisfied with a decision of the Course Substitution Committee, an appeal may be made to the Provost and Vice President for Academic Affairs within 15 days of receiving written notification of the denial. The Provost and Vice President for Academic Affairs shall render a decision in writing to the student within 15 days after receiving the appeal.
3. The decision of the Provost and Vice President for Academic Affairs is final.

D. Procedures for Creating Course Substitutions

The Course Substitution Committee is responsible for collaborating with staff from the DRC and the academic departments to formulate lists of which College courses may be used for substitution purposes. The Provost and Vice President for Academic

Affairs is responsible for approving the course substitution list at least annually, or as needed. This list will be provided on request from the Disabilities Resource Center and published on the center's web pages. It may be amended from time to time. Records on the number of students granted substitutions will be kept by the Disabilities Resource Center and will include: 1) type of disability, 2) the substitutions provided, 3) the substitutions identified as available for each documented disability, and 4) the number of requests for substitutions that were denied.