

IRSC REGULATION AND PROCEDURE FOR REQUESTING REASONABLE SUBSTITUTIONS AND EXEMPTIONS

Persons Eligible for Reasonable Substitutions and Exemptions:

A student self-identified through Student Accessibility Services with a documented disability in accordance with 1007.264 and 1007.265 Florida Statutes and 6A-10.041 Florida Administrative Code Rule, may be eligible for reasonable substitutions and/or college preparatory exemption for any requirement for admission to the College, admission into a program of study, upper division entry, or for graduation. The Student Accessibility Services counselor or advisor and the student shall determine if a request for substitution or exemption is appropriate. The student shall formally submit to Student Accessibility Services a written request for substitution and/ or preparatory exemption, and provide documentation of a disability, which includes evidence that the failure to meet the requirement is related to the disability. A student desiring to address the Review Committee regarding his or her eligibility for substitution and/or preparatory exemption must include such a request in the written letter to the Committee. The Vice President of Academic Affairs chairs the Review Committee, which includes four additional members appointed by the President from the Departments of Mathematics and English, a Department of another discipline, and the Institutional Test Administrator.

Documentation of Disability:

The student shall present a written request for substitution and/or preparatory exemption and documentation from a certified or licensed professional qualified to diagnose the disability, which documents the nature and degree of the disability, including evidence that the failure to meet the requirement is related to the disability as outlined in 6A-10.041, 1007.264 and 1007.265.

The Student Accessibility Services Counselor or Advisor submits the request for substitution and/or preparatory exemption and supporting documentation to the Associate Dean of Enrollment and Student Services, who forwards the completed file to the Review Committee for consideration. The Committee shall approve or deny all requests for substitutions or exemptions. If a request is denied, the student may file an appeal as indicated in the section titled, Student Appeal Process.

Identifying Reasonable Substitutions:

The Review Committee identifies reasonable substitutions for admission to the College, admission to a program of study, admission to the upper division, or graduation related to each disability on an individual basis.

Making Substitution and Exemption Regulation and Procedure Known to Students:

A statement regarding substitution and/or preparatory exemption requirements has been placed in the online College Catalog, other College publications and on the IRSC website in an effort to make students with disabilities aware of Sections 1007.264 and 1007.265, Florida Statutes, and Florida Administrative Code Rule 6A-10-041.

Making Substitution and Exemption Decisions on an Individual Basis:

The counselor or advisor directs and guides students individually and the Review Committee considers each case and makes decisions on an individual basis. In making a determination, the Committee considers if the student's failure to meet the requirement is related to the disability and that the failure to meet the requirement does not constitute a fundamental alteration in the nature of the program. The recommendation of the Review Committee is submitted to the President for final approval. The Committee shall notify the student in writing whether the request is denied or approved. For requests that are approved, the letter will state the designated reasonable substitution and/or preparatory exemption made for admission to the College, a program of study, or graduation.

Student Appeal Process:

If the student's request is denied they may file an appeal by submitting a letter to the Associate Dean of Enrollment and Student Services. The letter must request a hearing before the Appeals Committee and clearly state in writing the reasons for the appeal. Material witnesses, resource persons, and the student making the appeal may be present during the hearing. Refer to Administrative Procedure AP-7.26, Student Grievance Procedure.

Determining Acceptance of Substitution or Waiver by Receiving Institutions:

The student shall obtain information from the college or university to which they will transfer, as to whether each substitution or exemption requested would be accepted by the receiving institution.

Accepting Substitutions Granted by State Postsecondary Institutions:

In accordance with Rule 6A-10.041(3), FAC, at a minimum, all substitutions previously granted by a state post-secondary institution will be accepted. However, the College takes into consideration the following factors:

1. Availability of evidence or documentation to support the disability.
2. The substitutions granted by another institution do not constitute a fundamental alteration in the nature of the College program.
3. The student has submitted official transcripts and has successfully completed the substitution requirements granted by the other institution.

IRSC REGULATION AND PROCEDURE FOR REQUESTING WAIVER OF TABE EXIT REQUIREMENT FOR VOCATIONAL CERTIFICATE PROGRAMS

In accordance with Rule 6A-10.040, Basic Skills Requirements for Postsecondary Vocational Certificate, FAC: Adult students with a documented disability who are completing a postsecondary adult vocational program, but have been unsuccessful in obtaining the designated exit criteria on the TABE (Test of Adult Basic Education), may have this requirement waived based on the following procedures.

The student must test and remediate. If scores have not reached the designated exit criteria after remediation, a meeting with the remediation instructor (ASC), the vocational instructor, the appropriate administrator and the student will take place to review exemption of the exit criteria. If the committee agrees that the student possesses the skills and knowledge to be successful in the workplace, and has met all other program requirements, an appropriate certificate will be awarded.