

ADMINISTRATIVE PROCEDURES

Title: SUBSTITUTION, ADMISSION AND GRADUATION REQUIREMENTS FOR DISABLED STUDENTS	Identification: 5.12
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	Effective Date: 04/29/02
Authority: SBE 6A-14.0262; 6A-14.0247; 6H-1.041 FS 240.319; 240.152; 240,153; 240.325; 229.053(1) HCC Rule 6HX-10-3.007	Signature/Approval: Gwendolyn W. Stephenson

PURPOSE

This procedure establishes direction for granting reasonable substitutions for eligible students due to a visual impairment, hearing impairment, dyslexia, other specific learning disability or other disabilities as designated by the ADA, who have received a standard diploma from a regionally accredited secondary school or earned passing GED scores.

PROCEDURE

A student who is hearing impaired, visually impaired, dyslexic or who has a specific learning disability or other disabilities as designated by the ADA may be eligible for reasonable substitution for any requirement for admission to the College, admission to an academic program/course or graduation.

The following procedural guidelines apply to reasonable substitutions for eligible students due to a visual impairment, hearing impairment, dyslexia or other specific learning disability or other disabilities as designated by the ADA for admission to Hillsborough Community College, admission to a specific academic program at the College, entry into an upper-level institution (as outlined in the applicable articulation agreements) or graduation from the College:

1. DISABLED STUDENT - A student(s) with one of the following disabilities may request substitute admission and/or graduation requirements:
 - A. A hearing impairment shall include a hearing loss of thirty (30) decibels or greater, pure tone average of 500, 1000, 2000 Hz, ANSI, unaided in the better ear (i.e., conductive hearing impairment or deafness; sensorineural hearing impairment or deafness; high or low tone hearing loss or deafness; acoustic trauma hearing loss or deafness, etc.).
 - B. A visual impairment shall include disorders in the structure and function of the eye, as evidenced by one of the following: visual acuity of 20/70 or less in the better eye after the best possible correction, peripheral field constricted to the point it affects one's ability to function in an educational setting, or a progressive loss of vision which may affect the student's ability to function in an educational setting (i.e., cataracts, glaucoma, nystagmus, retinal detachment, retinitis pigmentosa, and strabismus, etc.)

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- C. A specific learning disability shall include a disorder in one or more of the basic psychological or neurological processes for understanding or using the spoken or written languages. The disorders may be evidenced in listening, thinking, reading, writing, spelling or performing arithmetic calculations (i.e., dyslexia, dysgraphia, dysphasia, dyscalculia, other specific learning disabilities in the basic psychological or neurological process, etc.). The disorders shall not include learning problems primarily due to hearing, motor handicaps, mental retardation, emotional disturbance or environmental deprivation.
2. ADMISSION TO HCC - A student as designated above who has earned a standard diploma or passing GED score who will be eligible for reasonable substitution for any requirement for admission to the College where documentation can be provided that the person's inability to meet the admission requirement is related to the disability.
 3. ADMISSION TO AN ACADEMIC PROGRAM OR GRADUATION - A student as designated above will be eligible for reasonable substitution for any requirement for graduation or for admission into a program of study where documentation can be provided that the student's inability to meet the requirement is related to the disability and where the inability to meet the graduation requirement or program admission requirement does not constitute a fundamental alteration in the nature of the program.
 4. COLLEGE-LEVEL COMMUNICATION AND COMPUTATION SKILLS EXAMINATION (CLAST) - refer to administrative procedure 3,408, CLAST. Substitutions for pre-CLAST requirements, which includes ENC 1101, ENC 1102, MAC 1102, MAC 1104, MGF 1202, will be handled by the CLAST Exemption Committee.
 5. DOCUMENTATION - A student must provide documentation to substantiate that the disability can be reasonably expected to prevent the individual from meeting requirements for admission to the institution, admission to a program of study or graduation. Documentation should be provided prior to submission of an application for admission to the College or upon admission to the College to ensure that there is no delay with admission, program admission or graduation. Documentation will be given to the Coordinator of Services for Students with Disabilities.
 6. STUDENT'S REQUESTS - An eligible student should be directed to contact the Coordinator of Services for Students with Disabilities at the student's campus.
 - A. Contact may be prior to admission or during the first term of enrollment but must be no later than the third term of enrollment. Course and program substitution requests must be made early in a student's academic career at the College to ensure adequate time for completion prior to graduation.
 - B. The Coordinator of Services for Students with Disabilities will explain available services and the procedure for requesting services.

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C. The Coordinator of Services for Students with Disabilities will give the name of the student to the Dean of Student Services at the campus of enrollment. The Dean of Student Services will assign the student to a specific counselor who will work with the student through his/her enrollment at HCC.

7. COORDINATOR OF SERVICES FOR STUDENTS WITH DISABILITIES - An eligible student using resources recommended by the Coordinator of Services for Students with Disabilities will attempt all classes and tests required for the degree program. If progress is unsuccessful due to the documented disability, the Coordinator of Services for Students with Disabilities will advise the student to complete and submit a Request for Substitution for Disabled Students form with all supporting documentation attached.

Following review, the Coordinator of Services for Students with Disabilities will certify on the Request for Substitution for Disabled Students form whether the student is eligible based on each student's documentation substantiating that the disability can be reasonably expected to prevent the student from meeting the requirements for admission to the College, admission to a program of study, or graduation.

Within five (5) work days following receipt, the Coordinator of Services for Students with Disabilities will forward the Request for Substitution for Disabled Students form and all supporting documentation to the Academic Standards Committee chairperson who will present the request to the Academic Standards Committee.

History: Formerly 3.417