


ADMINISTRATIVE PROCEDURES

Title: SUBSTITUTION COURSES, ADMISSION AND GRADUATION REQUIREMENTS FOR ELIGIBLE STUDENTS WITH DISABILITIES	Identification: 5.12
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	Effective Date: April 22, 2015
Authority: SBE 6A-14.0261 FS 1001.64; 1001.65; 1007.264; 1007.265	Signature/Approval: 

PURPOSE

This procedure establishes guidelines for providing reasonable substitutions for eligible students with disabilities for admission to HCC; for admission to a program; for graduation; or for entry to upper-division schools.

PROCEDURE

Hillsborough Community College (HCC) will provide eligible students with disabilities with the opportunity to have reasonable substitutions for courses; for admission and/or graduation requirements; for admission requirements for an academic program or for entry to another upper-division educational institution. The student will be required to provide documentation to substantiate that the disability can reasonably be expected to prevent the student from meeting the requirement for admission to HCC; admission to a specific program; for entry to upper division institution or for graduation.

1. **DEFINITIONS** – An eligible student with a disability is defined in accordance with the provisions of the Americans with Disabilities Act (ADA). For the purpose of this procedure the following terms are defined by Rule 6A-10.041, Florida Administrative Code (FAC):
 - a. Deaf/Hard of Hearing
 - b. Visual Impairment
 - c. Specific Learning Disability
 - d. Orthopedic Impairment
 - e. Speech/Language Impairment
 - f. Emotional or Behavioral Disability
 - g. Autism Spectrum Disorder
 - h. Traumatic Brain Injury
 - i. Other Health Impairment

2. **ELIGIBLE STUDENTS** – To request a substitution, eligible students with a disability will need to self-identify themselves or be identified through community resources as requiring a reasonable accommodation. All eligible students should be directed to the campus Coordinator for Students with Disabilities. HCC will include information on the webpage; in the College catalog and at orientation to ensure that eligible students understand which department they need to contact.

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3. **DOCUMENTATION** - A student must provide documentation to substantiate that the disability can reasonably be 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 provided to the Coordinator of Services for Students with Disabilities.
4. **ADMISSION TO HCC** – No substitution policy is necessary for admission to HCC which has an equal opportunity admission policy. An identified student with a disability will be referred to the campus Coordinator for Students with Disabilities and/or counselor and advisor as appropriate for assistance.
5. **GRADUATION AND ACADEMIC PROGRAMS** – Decisions for acceptable substitutions of graduation requirements will be made on an individual basis to ensure that student rights are protected. 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 course or program. Eligible students who qualify for a course substitution may be exempt from College prep requirements, in the basic skill area which the student is eligible for a course substitution provided completion of the College preparatory coursework is not an essential part of the curriculum in the student's academic program or determination of eligibility.
6. **COURSE/PROGRAM SUBSTITUTION REQUESTS** – An eligible student with a disability may request a course or program substitution, including substitution of a graduation requirement, by contacting the Coordinator of Services for Students with Disabilities. It is recommended that a student utilize auxiliary aid support services prior to requesting an exemption or waiver if appropriate. The student may appeal to the campus Dean of Student Services.
7. **OTHER INSTITUTIONS** – HCC will accept other credits award by state educational institutions as a result of substitution requirements (as outlined in rule 6A-10.041, FAC).
8. **RECORDS** – The Students with Disabilities Resource Officer will be responsible for maintaining records of the number of students with disabilities who are granted substitution or waivers as outlined on the Department of Education Course Substitution Report (Form CSR-01) which must be submitted to the Division of State Colleges annually by July 1st.

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9. **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 which review and approves course substitution requests to ensure that a request does not constitute a fundamental alteration in the nature of a course or program.

History: Adopted: 8/7/87; History: 8/10/89, 7/16/90, 09/10/90, 07/16/9, 03/04/92, 09/15/92, 06/16/94, 05/11/95, 04/09/02; Formerly 3.417