



Broward
Community
College

Procedure Manual

Title: Substitution Admission and Graduation Requirements for Students with Disabilities	Number: A6Hx2-4.09
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All requests for substitutions for admission to the institution, admission to the program of study, entry to upper division, or graduation shall be considered on a case-by-case basis.

Students With Disabilities: Admissions Committee

Committee Composition. The Committee to consider requests for a substitution for any requirement for admission to Broward Community College shall consist of the Associate Vice President for Student Affairs/College Registrar and the Director of Disability Services.

Committee Recommendations and Decision Making Responsibility. The committee shall forward its recommendation(s) to the Vice President for Student Affairs. When feasible, the committee's recommendation shall be included in a report setting forth the reasons for the committee's recommendation(s). Decisions pertaining to admissions shall be made by the Vice President for Student Affairs.

Students With Disabilities: Program Substitution Committee

Committee Composition. The Committee to consider requests for substitution for any requirement for (1) graduation, (2) admission into a program of study, (3) award of vocational certification, or (4) entry into upper division shall be appointed by the President or by the Vice President for Academic Affairs if so authorized. Each committee shall consist of the Director of Disability Services, a Dean of Academic Affairs (chair), a Dean of Student Affairs, a member of the staff of the Vice President of Academic Affairs, a Department Head in the discipline, the Provost for the Center for Health Science Education (where appropriate), and a faculty member appropriate to the nature of the request. The President, or Vice President for Academic Affairs if so authorized, may appoint additional committee members at his/her discretion.

Committee Recommendations and Decision Making Responsibility. A majority vote by committee members shall determine the committee recommendation(s). The committee shall forward its recommendation(s) to the Vice President for Academic Affairs. When feasible, the committee's recommendation(s) to the Vice President for Academic Affairs shall be included in a report setting forth alternatives which were considered and the reasons for the committee's recommendation. Decisions pertaining to substitutions for any requirement for graduation, admission into a program of study, or entry into an upper division shall be made by the Vice President for Academic Affairs. No course will be used as a substitute which has

Recommending Officer's Signature 	Date 06/27/01	President's Signature 	Date 06/27/01
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not been previously approved by other accredited Florida Colleges as acceptable for transfer per Florida’s Articulation Agreement. Certain substitutions may also require the approval of the appropriate licensure/certification agency. In such instances, that requirement and a statement of whether such required approval has been given by the appropriate agency, shall be included in the Committee's report.

Substitution Request Procedure

Submission of Requests. Requests pertaining to admissions shall be delivered to either the Associate Vice President for Student Affairs/College Registrar or the Director of Disability Services. Requests pertaining to substitution for any requirement for (1) graduation, (2) admission into a program of study, or (3) entry into an upper division shall be delivered to the Director of Disability Services. For the convenience of students, such requests may be given to a campus Dean of Academic Affairs or Provost of Health Science/Vice President for Technical Education for transmittal to the Director of Disability Services. Students requesting a substitution will be advised of the restrictions which may affect future academic or certification plans if the substitution is granted and will be requested to sign a form indicating that they have received such advisement.

Documentation of Disability. Any person making any request for such a substitution shall submit documentation to substantiate that the disability can be reasonably expected to prevent the individual from meeting the requirement(s) for which a substitution is being requested. Such documentation shall be from a medical doctor, neurologist, audiologist, or other appropriate health specialist professional and shall include (1) a written statement of the disability, (2) any appropriate medical, neurological, psychological, or specific learning disability testing results, and (3) professional interpretation of such testing results. At the College's option, the student may be required to obtain a second opinion from someone designated by the College and/or included on a list of experts prepared by the College.

Timeliness of Decisions. All steps in the review and decision making process shall be made with diligence recognizing, however, that the length of time required to identify and consider potential substitutions and then to make decisions will vary depending on a number of factors including the complexity and uniqueness of each particular situation.



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Notification of Decisions. All decisions, including notification of any designated substitutions, shall be made known to the affected persons through a letter (a) from the Associate Vice President for Student Affairs/College Registrar in the case of decisions relating to requests pertaining to requirements for admission to the institution or (b) from the Vice President for Academic Affairs in the case of decisions pertaining to requirements for graduation, admission into a program of study or entry into upper division, except that the Associate Vice President for Student Affairs/College Registrar or Vice President for Academic Affairs may designate the Director of Disability Services to notify the affected person(s) of any particular decision(s).

Appeals. A student may appeal decisions made pursuant to this policy directly to the President of the College. Any appeal shall be in writing and shall be made within two weeks from the date on which the student receives notification of the decision. The decision of the President is final.

Records. The Director of Disability Services shall maintain 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.

[Link to Policy 6Hx2-4.09](#)