

**TITLE: SUBSTITUTION POLICY FOR STUDENTS WITH DISABILITIES**

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**AUTHORITY:**

**Florida Statute 1007.264; 1007.265**

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**POLICY:**

1. Eligibility Persons who are hearing impaired, visually impaired, or who have a specific learning disability are eligible for reasonable substitution for any requirement(s) where it can be documented that the student's failure to meet the requirement(s) is related to the disability. Substitutions shall be provided in the areas of admission to college, admission to a program of study, or graduation where the substitution does not constitute a fundamental alteration in the nature of the program.
2. Documentation Documentation that is no more than three years old, substantiating the nature of the disability, shall be provided by the student concurrent with his or her request for reasonable substitution for admission to a program of study, or graduation. Such documentation shall be provided by a medical doctor, psychologist, or other specialist recognized to treat the specific disability.
3. Review Policy Students with disabilities requesting course substitutions must submit an academic petition to the Office of the Registrar. The petition at a minimum shall identify the substitution desired and the justification for the substitution, and shall contain the documentation described in paragraph 2 above. The District Registrar, in consultation with the appropriate academic dean and the Coordinator for Students with Disabilities, will consider reasonable substitutions appropriate for each individual student.
4. Substitution Decision The decision will be communicated in writing by the District Registrar to the student and the Coordinator for Students with Disabilities.
5. Articulation Edison State College will recognize any substitution previously granted to a transfer student by a Florida State postsecondary institution. In accordance with FAC 6A-10.041(3), substitutions granted by Edison State College will be honored at any public Florida State postsecondary institution. The College will assist the student in contacting the out-of-state or private institution receiving the course substitution(s) to determine how the substitution(s) will be treated in the program of study he/she is pursuing. The student will be advised accordingly.
6. Student Appeal A student may appeal a denial of the substitution request(s) or determination of ineligibility in writing to the District Vice President for Student Services, who shall make the final decision. The appeal must be filed within 21 days of receipt of the written denial by the District Registrar. Any decision of the District Vice President for

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Student Services is subject to the right of any person whose substantial interests are determined to request a hearing pursuant to Title X, Chapter 120, Florida Statutes.

7. Records The District Registrar and the Coordinator for Students with Disabilities shall maintain records on the number of students granted substitutions by type of disability, the substitution provided, the substitutions identified as available for each documented disability and the number of requests that were denied.