

## **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.

