

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Granting Course Substitutions	<u>Number</u> 312
Related Policy:	Course Substitutions Requirements for Disabled Students – 6Hx20-3.017	<u>Page</u> Page 1 of 3

I. Purpose

To provide procedures for granting course substitutions for all students not based on disabling conditions.

To provide procedures for granting course substitutions for students who have qualifying disabilities: Autism Spectrum Disorder, Traumatic Brain Injury, Hearing Impairment, Specific Learning Disability, Emotional or Behavioral Disability, Other Health Impairment, Physical Impairment, Speech Impairment, Visual Impairment, or other condition as defined under Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA) of 1990, and Rule 6H-1.041, F.A.C. However, such substitutions shall not constitute a fundamental alteration in the nature of the program for which the substitution is requested.

II. Procedure

A. Category I: Substitutions available to all students (not based on disabling condition)

1. Course Substitution Form must originate with the appropriate department head. The form may be initiated by an academic advisor, program coordinator, etc., but may not be processed without department head approval.
 - a. Course substitutions for the Associate in Arts degree will be reviewed by the department head with responsibility for the required course.
 - b. Course substitutions for the Bachelor of Applied Science (BAS) degree programs, Bachelor of Science (BS) degree programs, advising tracks for the Associate in Arts (AA) degree programs, Associate in Science (AS) degree programs, and programs leading to certificates or diplomas must be reviewed by the department head with responsibility for the program. Approval from the department head with responsibility for the course will also be required.
2. The Registrar or a designee will verify that the approved substitution will not adversely affect the student's anticipated graduation or transfer plans. If transcripts and transfer data are required for the decision, the Registrar or a designee will review the information using electronic or paper documents via standard procedures. If there is a graduation or transfer issue, the Registrar or a designee will confer with the appropriate department head(s).
3. The completed Course Substitution Form will be filed in the student's permanent educational record at Pensacola State College. The student will be notified of the decision by PirateMail which is the institutional email system, with copies of the

email to the appropriate department heads. The recording of all approved course substitutions will be in place in the computerized Student Record System with information available to advisors, department heads, program managers, the Financial Aid Office, and Veteran Services.

4. Student questions and concerns regarding the course substitution should be directed to the department head with responsibility for the program.
5. The student may appeal a substitution decision by requesting a review by the Vice President, Academic and Student Affairs.

B. Category II: Substitution for general education requirements (based on disabling condition)

1. Any student with a disabling condition who requests or has been advised to seek substitution based on the disability should initiate the process by contacting the Student Resource Center for ADA Services (SRC) and request an appointment for discussion of course substitution eligibility.
2. The student is responsible for providing the SRC with documentation of the disability.
3. Substitutions can be made from the following list by submitting a request for the substitution, in writing, to the SRC, who will notify the appropriate department head and dean.

NOTE: Selection for AA and AS transfer students should be made with consideration given to program requirements at the institution to which the student wishes to transfer. BAS, BSN, and AS students should confer with the head of the department responsible for the program in which they are enrolled.

- a. Substitutions for ENC1101 and ENC1102 (English Composition I and II)
Degree-seeking students should consult with the head of the department responsible for the program.
- b. Substitutions for General Education Mathematics Requirements
 - i. CGS1570 Computer Concepts & Applications;
 - ii. COP1510 Programming Concepts I (pre-requisite for this course is CGS1570);
 - iii. PHI2100 Logic;
 - iv. Natural Sciences when appropriate for transfer; or
 - v. Course established by the State Department of Education as eligible for mathematics substitution will be considered.

C. Category III: Substitutions under special consideration

In the event that a student with a disability wishes to request a substitution for courses not covered in Category II, the following procedure will be used to make the determination:

1. Any student with a disability may initiate the substitution process by contacting the Student Resource Center for ADA Services (SRC) and requesting an appointment for discussion of course substitution eligibility.
2. The student will be responsible for providing the SRC with documentation of the disability.
3. Upon receiving appropriate documentation, the SRC will confirm the documentation and coordinate a meeting with the respective department heads to determine the appropriate substitution, if any.
NOTE: Selections for BAS, BS, AA, and AS transfer students should be made with consideration given to the program requirements of the institution to which the student intends to transfer.
4. The recommended substitution will be submitted to the appropriate academic dean for approval.
5. The student will be notified of the decision by PirateMail with copies of the email to the appropriate department heads and the SRC. The recording of all approved course substitutions will be in place in the computerized Student Record System with information available to advisors, department heads, program managers, the Financial Aid Office, and Veteran Services.
6. If this substitution is denied by the academic dean, the student will be given a written explanation of the reason(s). The student may appeal the decision by requesting an ad hoc committee review. The ad hoc committee shall be comprised of the Associate Vice President, Academic Affairs, Associate Vice President, Student Affairs, Dean, Baccalaureate Studies and Academic Support, Registrar, and Director, Student Resource Center for ADA Services.
7. If substitution is denied by the ad hoc committee, the decision may be appealed to the Vice President, Academic and Student Affairs.

Responsible Official: Vice President, Academic and Student Affairs
President's Signature:  Date: 8/24/2023