

# Polk State College Procedure

Subject	Reference	Date	Number
Substitutions and Waivers Committee	DBOT Rule 4.23	4/26/2012	6066

## I. Purpose

The purpose of this procedure is to define the membership of the Substitutions and Waivers Committee, the key responsibilities of Committee members and resources persons, and the Committee's functions and operations.

## II. Procedure

### A. Committee composition:

- One (1) member of the Arts/Social Sciences faculty
- One (1) member of the Math/Science faculty
- One (1) member of the Business/Technology/Allied Health faculty
- One (1) student representative
- One Dean of Academics Affairs
- One Dean of Student Services serving as Chair
- One representative from the Admission and Registrar's Office (Registrar, an Assistant Registrar, or Graduation Coordinator)

The Dean of Student Services serves as Chair for all Committee meetings for a term of one year, rotating the responsibility between campus deans of Student Services.

The Associate Dean of Student Services for each campus will serve as a resource to the Committee, providing materials and documentation as needed to the Committee for review. Appeals can be made to the Vice President for Academic and Student Services whose decision is final.

### B. Responsibilities:

- Provide academic professional judgment in rendering Committee recommendations.
- Ensure fair and equitable options for admission to programs or to meet graduation requirements for students with documented disabilities.

The Chair of the Committee will ensure that:

- Meetings are called as required by procedure or necessity.

Polk State Procedure 6066  
Substitutions and Waivers Committee

- All materials required for Committee deliberations are complete and distributed for review.
- Minutes are kept for each meeting.
- All reports as required by law and/or policy are completed and submitted on time.

Student members will represent the student point of view in the Committee's deliberations.

C. Committee Functions

The primary functions of the Committee are as follows:

- To hear student petitions for substitution of admission and graduation requirements and to make recommendations concerning those petitions.
- To hear student petitions for course/criteria substitutions on the basis that the student's disability can be reasonably expected to prevent the student from meeting a requirement.
- To develop and maintain a list of reasonable substitutions for requirements related to each disability.
- To schedule meetings no less than twice during the fall and spring term and once in the summer term. The Chair shall call meetings with reasonable notice to committee members.

III. Committee Procedure

- A. Substitution of a requirement – A student wishing to petition for a substitution for an admission, program, or graduation requirement will meet with the Associate Dean of Student Services located on the campus the student attends. The Associate Dean will assist the student in completing a Polk State College "Request for Substitution or Waiver," and in the process ensure the student is informed about all necessary documentation required in support of the petition/request and about critical dates for processing the petition. It is the student's responsibility to collect and provide all required documentation. Once the student has delivered all documentation to the Associate Dean, the Associate Dean will assemble the petition file, ensure it is complete, and forward the file to the Chair of the Committee.

In considering a petition for substitution, the Committee shall follow the applicable rule and law.

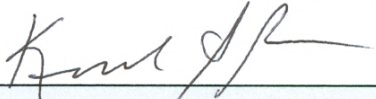

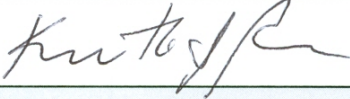
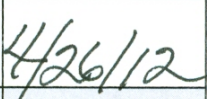
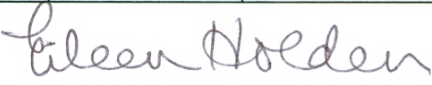

Polk State Procedure 6066  
 Substitutions and Waivers Committee

- B. Student appearances – Any petitioner is free to attend the portion of the meeting in which the petitioner’s request is being considered.
- C. Committee recommendations – After reviewing the information provided, the committee will make a separate recommendation in regard to each petition.

The Chair will ensure that each case is reflected in the minutes along with the Committee’s recommendation for action in regard to the case. Completed minutes will be reviewed by Committee members and once approved, forwarded to the Vice President for Academic and Student Services for review and endorsement. Upon the action of the Vice President for Academic and Student Services, the Dean of Student Services will notify the student of the action. The Dean of Student Services will ensure that an official record of the action is recorded in the student’s electronic file, and that all appropriate entries are made in the student records management system.

History:                   Adopted: November 16, 1992; April 13, 1998  
 Revised: October 31, 2006; April 26, 2012

Distribution: All Holders of the *Polk State College Procedures Manual*

			
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			
President's Approval			Date