

Polk State College Procedure

Subject	Reference	Date	Number
Substitutions and Waivers Committee	DBOT Rule 4.23	11/5/2019	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 faculty member from Arts/Social Sciences
- One faculty member from Math/Science
- One faculty member from Business/Technology/Allied Health
- One student representative
- One Dean of Academics Affairs
- One Dean of Student Services serving as Chair
- One representative from the Admission and Registrar's Office (i.e., 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; this responsibility is rotated between the campus deans of Student Services.

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

B. Committee 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 ensures that:

- Meetings are called as required by procedure or necessity.
- 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 are included to 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 substitutions related to admission and graduation requirements, and to make recommendations concerning those petitions.
- To hear each student's petition for course and criteria substitution 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 terms, and once in the summer term. The Chair must call meetings with reasonable notice provided to Committee members.

III. Committee Procedures

A. Substitution of a Requirement

A student wishing to petition for a substitution for an admission, program, or graduation requirement must meet with the Associate Dean of Student Services located on the campus the student attends. The Associate Dean assists the student in completing a *Polk State College Request for Substitution or Waiver Form* and, in the process, ensures that the student is informed about all necessary documentation required in support of the petition, as well as the critical dates for processing the petition. It is the student's responsibility to collect and provide all required documentation. Once the student has delivered the documentation to the Associate Dean of Student Services, the Associate Dean assembles the petition file, ensures it is complete, and forwards the file to the Chair of the Committee.

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

B. Student Appearances

Any petitioner is free to attend the portion of the Substitution and Waivers Committee meeting in which the petitioner's request is being considered.

C. Committee Recommendations

After reviewing the information provided, the Committee makes a separate recommendation regarding each petition.

The Chair ensures that each case is reflected in the minutes along with the Committee's recommendation for action regarding the case. Completed minutes must be reviewed by Committee members and, once approved, these are forwarded to the Vice President for Student Services for review and endorsement. Upon the action of the Vice President for Student Services, the Dean of Student Services notifies the student of the action determined. The Dean of Student Services ensures that an official record of the action is recorded in the student's electronic file, and that all appropriate entries are made in the Polk State College student records management system.

History: Adopted: November 16, 1992; April 13, 1998
 Revised: October 31, 2006; April 26, 2012; July 1, 2014; and November 5, 2019

<i>Reginal T. Webb</i>	<i>11/18/19</i>	<i>Reginal T. Webb</i>	<i>11/18/19</i>
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
<i>Michael Faloutti</i>			<i>11/19/19</i>
President's Approval			Date