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**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE**

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TITLE: MODIFICATION/SUBSTITUTION OF ADMISSION  
AND GRADUATION REQUIREMENTS STUDENTS  
WITH DISABILITIES

NUMBER: PRO 4-18

REFERENCE: Rule 4.08

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**I. PURPOSE**

- a. Any student who has provided Lake-Sumter State College's Office for Students with Disabilities with current documentation of a disability(ies) shall be eligible to request a reasonable modification/substitution for any College requirement, including but not limited to, admission to a program of study or graduation requirement(s) provided that:
  - 1. The individual's ability to meet the requirement is adversely affected by his or her disability; and
  - 2. The requirement in question is not essential to the completion of the program and/or the requested change does not constitute a fundamental alteration the program.
- b. A committee consisting of specific College faculty and staff (relevant to disability and subject area) shall conduct an individual review of each written request and present its findings to the area administrator in accordance with College procedure.

**II. DETERMINING ELIGIBILITY**

Individuals must submit current documentation to the Office for Students with Disabilities, in writing from a qualified professional, as evidence of a disability. The current documentation must verify that a disability exists, identify the individual's functional limitations, and indicate the degree to which it affects his or her everyday functioning. The documentation will be reviewed by the Office for Students with Disabilities for compliance with federal, state, and College guidelines.

**III. MODIFICATION/SUBSTITUTION REQUESTS**

- a. Eligible individuals requesting an approval for a modification/substitution of one or more requirements must petition, in writing, and provide current documentation for such a modification/substitution. The modification/substitution petition packet should minimally include all the following:
  - 1. Student's name, address, telephone number, and Student Identification number;
  - 2. Identification of the specific requirements for which the modification/substitution is requested;
  - 3. Current documentation of a disability, which is the basis of the request;

4. Documentation that the failure to meet the requirement(s) for which the modification/substitution is requested is related to the disability;
  5. A copy of the individual's transcript, including test scores and transfer information.
- b. The completed packet should be submitted to the Senior Manager of the Office for Students with Disabilities or the Dean of Student Development who will then review the contents to ensure that all proper documentation is included and then forward a copy of the packet to the Dean of General Education and Transfer Programs within five business days.
- c. The Senior Manager of the Office for Students with Disabilities will convene a panel to review the request and make its recommendation to the Dean of General Education and Transfer Programs within 15 business days from the receipt of the petition packet. The panel will include at a minimum:
1. Department Chair/Senior staff member representing the area in which the modification/substitution is requested;
  2. Faculty/staff member representing the area in which the modification/substitution is requested;
  3. Department Chair/Senior staff member representing an outside subject service area.
  4. Sr. Manager of the Office for Students with Disabilities (OSD);
  5. Equity Coordinator for Lake-Sumter State College Dean of Student Development will serve as Panel Chair, (voting only in case of a tie);
  6. The panel may request additional information from the student making the request, the medical or mental health professional from whom the disability documentation originally came, and/or any expert in the disability field who may shed light on the validity of the student's request. Additional materials may be made available and other information requested by the permission of the student only. This shall be done within ten business days from the panel's request;
  7. The panel's recommendation shall be in writing and shall include the rationale for the decision; and in the case where a modification/substitution is recommended for a math course(s); the panel will provide a previously approved list of courses that may be used for the modification/ substitution. In other program areas, appropriate substitutions will be negotiated by the student, the Sr. Manager of the OSD, and the faculty chair of the department that oversees the program of study;
  8. The Dean of General Education and Transfer Programs will review the recommendation and communicate his/her decision, in writing, to the Sr. Manager of the OSD. The Sr. Manager of the OSD will then notify, in writing, the student submitting the request and appropriate College personnel within five (5) business days of receipt of the Dean's approval or denial of the panel's recommendation. The Modification/Substitution Notification Letter to the student will detail the meeting, the rendered decision and any additional steps to be taken. If the decision is in favor of a modification/substitution, the student will need to meet with the Sr. Manager of OSD to discuss course(s) and to complete a Course Substitution Form. The Form will then be sent to the Admissions Office with copy of the Modification/Substitution Notification Letter, to be included in the student's permanent file.

**IV. DUE PROCESS**

Students have the right to appeal as covered in Procedure 4-14 (Student Grievance Procedure).

**V. ARTICULATION WITH OTHER INSTITUTIONS****a. Admission and Graduation requirement**

1. To provide articulation with other state Colleges and universities, Lake-Sumter State College shall accept all modification/substitution requests previously granted by other state post- secondary institutions and/or institutions with which LSSC has articulation agreements as they may relate to admissions to the College, admissions to a program of study, or graduation from LSSC, so long as the granted modification/substitution does not constitute a fundamental alteration of the program of study. Students must submit copies of all paperwork from the previous institution that granted the modification/substitution to document that the request was made, the basis for the decision, and that the request was approved;
2. Modification/Substitution requests granted by proprietary and out-of-state post-secondary institutions will be considered utilizing the modification/substitution request procedure outlined in Part II of this Procedure.

**b. Transfer**

The Admissions Office shall maintain in the individual's permanent record the official approval of the reasonable modification/substitution request. The "Record of Approval for Reasonable Modification/Substitution" request shall serve as the articulation document to other post- secondary institutions and will be transferred to other state institutions upon request of the individual.

**c. Notification of Modification/Substitution**

Notification of this procedure shall be included in the LSSC Catalog and Student Handbook, on the LSSC website, and in the Office for Students with Disabilities Handbook.