

# STUDENTS WITH DISABILITIES

ST. JOHNS RIVER COMMUNITY COLLEGE

Students with disabilities are welcome at SJRCC and are encouraged to contact the Counseling Center on their campus.

The purpose of the Office for Students with Disabilities is to ensure access to accommodations for those students determined eligible. Students must report to campus coordinators at the beginning of each semester. Special assistance is available with orientation, registration, academic planning, special supplies, and equipment. In addition, specialized services are available to students whose disability prevents them from participating fully in classroom activities. The College provides services relating to student academic success; transportation and personal services are the responsibility of the student.

**Relay service for the hearing and vision impaired:**  
(TDD) 1-800-955-8771 or (VOICE) 1-800-955-8770

## SUBSTITUTE ADMISSION AND PROGRAM REQUIREMENTS

In accordance with Florida Statute 1007.264, any hearing or visually impaired student, or any student who has a specific learning disability, shall be eligible for a reasonable substitution of any requirement for admission to the College, admission to a program of study, or for graduation, provided that (1) the impairment or disability is documented by a qualified professional who verifies that the disability exists and defines the extent to which the disability affects the student's ability to function, and (2) provided the student's inability to meet the original requirement(s) does not fundamentally change the nature of the academic program. The Office for Students with Disabilities is responsible for developing procedures to insure dissemination of this policy and for initiating its application.

## DETERMINING ELIGIBILITY

A student must submit to the Office for Students with Disabilities counselor evidence of a documented disability written by a qualified professional. The documentation must verify that the disability(ies) exist(s) as defined by s1007.264 and the degree to which the disability affects his/her ability to meet program admission or graduation requirements.

## SUBSTITUTION REQUESTS

A. An eligible student requesting approval for substitution of one or more course requirements must petition, in writing, and provide documentation for such substitution. The student must meet with his or her campus counselor who then will forward the

substitution request to the Office for Students with Disabilities Coordinator. The Coordinator will then review the documentation for compliance with Federal and state requirements.

The substitution packet should minimally include all of the following:

- 1) Identification of the specific course requirements for which the substitution is requested;
- 2) Documentation of the disability;
- 3) Documentation that failure to meet the requirement(s) for which the substitution is requested is related to the disability;
- 4) A reason for the course substitution from the Coordinator;
- 5) Copy of the transcript(s) or course listing, including test scores and transfer information and/or compliance.

B. The completed package should be submitted to the Coordinator who will then review and approve the request prior to forwarding the request to the appropriate vice president.

C. The appropriate academic vice president will review the recommendation and communicate his/her decision, in writing, to the student and disability coordinator. The letter shall include the rationale for the decision, and in cases where a substitution is recommended, specification of the substitution to the student and appropriate college personnel within five (5) business days of the decision.

D. The College will accept substitutions granted by other Florida public colleges and universities. Substitutions granted by other postsecondary institutions will be evaluated on an individual basis. Documentation should be requested by the transferring student and sent from the granting institution.

## DUE PROCESS

A student denied substitution of one or more course requirements may appeal the decision within ten (10) days, in writing, to the Vice President for Student Affairs who will submit the appeal to the Petitions Committee utilizing the current petitions process.