
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

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

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.
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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.