

# STUDENTS WITH DISABILITIES

## ST. JOHNS RIVER STATE COLLEGE

Students with disabilities are welcome at SJR State and are encouraged to contact the Academic Advising Office on their campus. The purpose of the Disability Coordinator within the Academic Advising office is to ensure access to accommodations for those students determined eligible. Students must report to campus disability coordinators at the beginning of each semester. Special assistance is available with academic 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

### DETERMINING ELIGIBILITY

In order to receive services, a student must register with the Academic Advising Office and meet with the disability coordinator. The coordinator will request a reasonable level of documentation to establish the disability, understand the impact of the disability on the student's ability to meet admission or graduation requirements, develop appropriate accommodations and forward those accommodations to appropriate faculty members at the beginning of each semester. If a disabled student is denied an accommodation the student may petition in writing to the Vice President of Student Affairs/Assistant General Counsel. The matter will then be heard before the colleges Disability Accommodations Appeals Committee.

### SUBSTITUTE ADMISSION AND PROGRAM REQUIREMENTS

In accordance with Sections 1007.264 and 1007.265, FS, if appropriate documentation substantiates that a disability can be reasonably expected to prevent the individual from meeting requirements for admission to the institution, admission to a program of study or graduation, a substitution may be granted. Pertinent educational records may be reviewed prior to granting a substitution. The College is not required to lower or waive essential requirements. The Office for Students with Disabilities is responsible for developing procedures to insure dissemination of this policy and for initiating its application.

### 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 disabilities coordinator, who will then forward the substitution request to the director of academic advising. The director will then review the documentation.

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 that is sufficient to describe how the condition impacts the student at the current time and in the current circumstances;
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 disabilities coordinator; and
5. A copy of all transcripts/compliance.

B. The completed package should be submitted to the director of academic advising, who will then review and approve

the request and forward the request to the appropriate vice president.

C. The appropriate vice president will review the request 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 approved, 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 schools. 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/Assistant General Counsel who will submit the appeal to the Petitions Committee utilizing the current petitions process.

