

# PIEDMONT VIRGINIA COMMUNITY COLLEGE

## I – ACADEMIC AFFAIRS POLICIES

### I – 55.0 COURSE SUBSTITUTION FOR STUDENTS WITH SPECIAL NEEDS

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<b>Policy #:</b>	<b>I – 55.0</b>
<b>Effective:</b>	<b>October 2002</b>
<b>Revised:</b>	
<b>Responsible Dept.:</b>	<b>VPISS</b>

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#### **Purpose**

Provide students with documented disabilities an alternate method of meeting program requirements.

#### **Policy**

After one unsuccessful attempt and completing a program course requirement, students with a documented disability suggesting the student does not have the ability to successfully complete the requirement, may request a course substitution.

#### **Procedure**

##### 1. DETERMINING ELIGIBILITY:

Students must submit to the office of the Counselor/Special Needs current documentation of a disability written by a qualified individual ( for example, clinical or educational psychologists, school psychologists, neuropsychologists, learning disabilities specialists) This documentation must verify that the disability(ies) exists and must include information as to how the disability(ies) could affect the student's everyday academic functioning.

##### 2. SUBSTITUTION REQUESTS:

- a. Eligible students requesting approval for substitution of one or more requirements must petition in writing and provide documentation for the substitution(s). Information contained in the petition should include the following:
  - 1) Identification of specific requirement(t) for which substitution is requested;
  - 2) Current documentation of the disability which is the basis of the request;
  - 3) Documentation from a qualified individual (as stated above) that the failure to meet the requirement(s) for which substitution is requested is related to the disability;
  - 4) Supporting evidence that the student has attempted the subject with other reasonable accommodations and has not been successful;
  - 5) A copy of the student's college transcripts. High school transcripts would also be helpful.
- b. This complete package should be submitted to the Counselor/Special Needs who will then forward the information to the Director of Student Support Services within three business days.
- c. The Counselor/Special Needs will convene a panel to review the request and make its recommendation to the Director of Student Support Services within fifteen business days of the receipt of the petition. The panel will include at a minimum:
  - 1) One faculty member representing the subject area for which a substitution is being made
  - 2) One Dean representing the program of study/certificate program
  - 3) One Dean representing an outside subject area
  - 4) Counselor/Special Needs
  - 5) One member of the Advisory Board for the Concerns of Students with Disabilities

The recommendation of the panel shall be in writing and shall include the rationale for the decision and specify the substitution if one is recommended. The Director of Student Support Services will review the decision and communicate the decision to the student permitting a request for a substitution within five business days of the panel's recommendation.

3. DUE PROCESS:

Students denied substitution of one or more requirements may appeal the decision to the Vice President for Instruction and Student Services within five business days of receipt of the written decision of the Director of Student Support Services. The Vice President for Instruction and Student Services will review the original petition, documentation, recommendation of the panel and other information deemed pertinent to the appeal. The Vice President will communicate his/her decision in writing within ten business days of receipt of the written appeal. Decisions of the Vice President with regard to substitutions of requirements shall be final.

4. TRANSFER STUDENTS:

Substitution requests that are granted apply ONLY to Piedmont Virginia Community College's curriculum programs. It is the responsibility of the student to determine the substitution request process for other institutions of higher education.