

Florida Gulf Coast University
Office of Adaptive Services
General Education Mathematics and Foreign Language Course Substitution
Procedures

I. Purpose:

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, as amended, Florida Gulf Coast University will allow equal access and opportunity to all students, regardless of their disability and will provide auxiliary aids and services to students who have a documented disability.

II. State Laws:

Florida Statute, Section 1007.265 guarantees that a person with a disability shall be eligible for a reasonable substitution of any requirement for graduation, for admission into a program of study or for upper division entry where:

1. Documentation can be provided showing that the person's failure to meet the requirement is related to the disability and
2. Failure to meet the requirement does not fundamentally alter the nature of the program

III. Course Substitution Committees

A Mathematics Course Substitution Committee (MCSC) reviews mathematics course substitution requests. A Foreign Language Substitution Committee (FLSC) reviews foreign language course substitution requests. All other course substitution requests will be handled on a case by case basis with the Office of Adaptive Services (OAS).

A. Committee Objective:

It is the objective of the MCSC and the FLSC Committees to provide students who have a documented disability in the mathematics and foreign language areas with course substitutions. Students who are approved to substitute general education mathematics and foreign language requirements, will be permitted to substitute certain requirements with courses in comparable fields, as determined by the MCSC, FLSC, or OAS and in accordance with the Southern Association of Colleges (SAC) accreditation requirements.

B. Committee Members:

The MCSC/FLSC will be comprised of members of the ADA Advisory Committee, with consultation with faculty and staff in relevant areas, such as the mathematics department, the department of language and literature, academic advisors and the ESE Department in the College of Education.

C. Meeting Times:

Committees will meet on an as needed basis, and not exceeding one meeting per month.

D. Voting:

Each member will review the cases brought forth to the Committee and make a recommendation of whether or not to allow the course substitution. Voting will be based on majority rule.

E. Rulings:

The decision of the MCSC/FLSC will be formally written and sent to the student, within 5 business days. When a decision is in favor of a course substitution, the student will be directed to meet with their advisor to complete registration.

IV. Substitution Criteria**A. Criteria**

Students granted approval by the MCSC/FLSC for course substitution to meet the General Education requirement must select courses that meet all the following criteria:

1. The courses must reflect new learning for the student
2. The courses must be of equivalent intensity as the required courses
3. Consistent with the nature of the General Education courses, the substituted courses must provide a broad rather than a narrow approach to the subject matter
4. Students must complete and pass the substitution courses with a grade of C or higher

B. Approved List of Substituted Courses

A list of approved courses for both the math and foreign language substitutions will be developed by the respective Committee and reviewed on an annual basis.

C. Courses Not Approved on List

If, for an acceptable reason, such as scheduling or availability problem, a student cannot take any of the courses on the approved list, other courses that meet the above criteria may be selected with approval of the Mathematics or Foreign Language Department, the student's academic advisor, and the Director of General Education. In such cases, students are required to meet with their academic advisor first to begin the substitution process.

V. Substitution from Another University

Students who have been granted a mathematics or foreign language substitution from another higher education institution will need to provide an official transcript from the other institution, along with a letter noting that the substitution was granted. Adaptive Services will verify the documentation and send a letter to the student's academic advisor requesting that the transcript reflect the course substitution.

VI. Documentation Requirements

A. Disability Documentation

Students requesting a course substitution must have a documented disability in the area of mathematics, foreign language, or a related disability that prevents, or limits, the student from successfully completing mathematics and foreign language course requirements. The student must also be registered with the Office of Adaptive Services. Documentation must display the following in order for a student to be eligible for a course substitution:

1. Scores from an adult normed IQ test, and at least one achievement test, such as the Woodcock-Johnson.
2. DSM-V diagnosis
3. Recommendations of auxiliary aids and services
4. Signature of evaluator and license number

B. Other requirements

In addition to the documentation of the disability, any student requesting a course substitution must also provide the following:

1. A completed and signed application form. This form is available in the Adaptive Services Office.
2. A copy of FGCU transcript. If the student attended a community college and/or other universities and grades are not reflected in the FGCU transcript, then transcripts from the appropriate institutions should be included. Freshmen must provide a copy of their high school transcript. Unofficial copies of transcripts are acceptable.
3. A typed personal statement explaining how the disability has affected the ability to succeed in mathematics or foreign language courses and what measures have been taken while attempting to pass the courses.

VIII. Procedures

The following are the procedures for requesting a course substitution:

1. The student will meet with their case manager to determine eligibility to petition the Mathematics Course Substitution Committee (MCSC) or the Foreign Language Course Substitution Committee (FLSC).
2. Upon determination of eligibility, student must present the application form, copies of required materials and disability documentation.
3. Adaptive Services will convene the MCSC/FLSC to review the application for substitution.

4. Once the request is reviewed and a decision is made, Adaptive Services will notify the student, in writing, within 5 business days of the committee's decision.
5. If a substitution is granted, the student's academic advisor will be notified of the approval, and registering of all substituted courses will require review by the academic advisor.
6. If a substitution is denied, the student will register for the required mathematics or foreign language courses, or initiate the appeal process.
7. The Director of General Education will be advised of all MCSC/FLSC decisions which result in an appeal.

IX. Appeal Process

Any student may appeal the decision of the MCSC/FLSC to the Director of General Education. Students requesting an appeal will meet with the Director of General Education, who will request all pertinent documented materials from the Office of Adaptive Services. Students will be notified, in writing, of the final decision within 5 business days.

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