Tallahassee Community College provides reasonable substitution for eligible students to meet requirements for admission (general admission and admission into a program of study) and graduation.

Students shall be informed of all services for students with disabilities as part of the orientation program, academic advisement, and registration process. A brochure shall be made available that describes facilities, equipment, and services for students with disabilities and shall be disseminated to TCC faculty, staff, prospective students from the tri-county area, district high schools, and various agencies in the surrounding communities.

Tallahassee Community College shall honor substitutions granted by other state post-secondary institutions in the State of Florida.

Eligibility

The following definitions for eligibility shall apply:

1. Hearing Impairment

   A hearing loss of thirty (30) decibels or greater, pure tone average of 500, 1000, 2000 Hz, ANSI, unaided, in the better ear. Examples include, but are not limited to, conductive hearing impairment or deafness, high or low tone hearing loss or deafness, or acoustic trauma hearing loss or deafness.

2. Visual Impairment
Disorders in the structure and function of the eye as manifested by at least one of the following: visual acuity of 20/70 or less in the better eye after the best possible correction, peripheral field so constricted that it affects one's ability to function in an educational setting, or a progressive loss of vision which may affect one's ability to function in an educational setting. Examples include, but are not limited to, cataracts, glaucoma, nystagmus, retinal detachment, retinitis pigmentosa, or strabismus.

3. Specific Learning Disability

A disorder in one or more of the basic psychological or neurological processes involved in understanding or in using spoken or written language. Disorders may be manifested in listening, thinking, reading, writing, spelling, or performing arithmetic calculations. Examples include dyslexia, dysgraphia, dysphasia, dyscalculia, and other specific learning disabilities in the basic psychological or neurological process. Such disorders do not include learning problems which are due primarily to visual, hearing, or motor handicaps, to mental retardation, to emotional disturbance, or to an environmental deprivation.

Documentation Required

An eligible disability must reasonably be expected to prevent the individual from meeting requirements of the College.

Students seeking a substitution shall present documentation from a qualified professional concerning the disability to a Disability Support Services representative. The ADA Coordinator shall verify that the documentation substantiates the disability which can reasonably be expected to prevent the individual from meeting requirements.

Substitutions

The following reasonable substitutions may be provided to eligible students:

**Mathematics**
- OST 1324 — Business Mathematics
- CGS 1060 — Introduction to Computer Literacy
- EME 2040 — Introduction to Educational Technology
- MAT 1033 — Intermediate Algebra

**Science** — All general education science courses

**Communications**
- SPC 1300 — Fundamentals of Interpersonal Communications
- SPC 2600 — Public Speaking
- MMC 1000 — Writing for Mass Communication
MNA 2130—Business Writing

The Disability Support Services Office shall have the responsibility of making the above substitutions known to affected persons. Substitutions which are relevant to the student’s career aspirations or college major shall be considered. The Disability Support Services counselor shall determine if the substitution the college provides shall be accepted by the receiving institution and shall advise the student accordingly.

Substitution Committee

The Substitution Committee is an ad hoc committee of the Enrollment Management Committee comprised of faculty and appropriate staff.

The Substitution Committee shall study the individual cases of students who may have difficulty with the recommended substitutions and shall make a recommendation to the Vice President of Student Affairs.

Students may appeal to the Vice President of Student Affairs if the Substitution Committee denies a substitution or rules that the student is ineligible to be granted a substitution.

Recordkeeping

Disability Support Services shall keep records on the number of students granted substitutions. The records shall include the type of disability, the substitution(s) provided, the substitution identified as available for each documented disability, and the number of requests for substitutions which were denied. These records shall be verified by Enrollment Services.

Tallahassee Community College provides reasonable substitution for eligible students to meet requirements for admission (both general and for a program of study) and graduation from TCC.

Tallahassee Community College shall honor substitutions granted by other state postsecondary institutions in the state of Florida.

Eligibility

A specific learning disability in mathematics (dyscalculia) is a disorder in one or more of the basic psychological or neurological processes involved in understanding or using mathematical concepts or calculations. To be eligible for accommodations, a student must have a diagnosis of dyscalculia from a licensed practitioner who recommends course substitution. The documented disability must reasonably be expected to prevent the individual from meeting requirements of the college. Such disabilities do not include learning problems which are due primarily to hearing impairments, motor handicaps, intellectual disabilities, emotional disturbances, or environmental deprivation. The DSS
Coordinator shall verify that the documentation substantiates the disability which can reasonably be expected to prevent the individual from meeting requirements.

Substitutions

The Director of Disability Support Services shall maintain a list of approved substitutions and shall report annually to the Academic Affairs/Curriculum Committee on the use of the courses.

The DSS Office shall have the responsibility of making the above substitutions known to affected persons.

Annually, the Academic Affairs/Curriculum Committee shall review the course list for substitutions and approve modifications as appropriate.

The following reasonable substitutions may be provided to eligible students for mathematics:

- OST1324 Business Mathematics
- CGS1060 Introduction to Computer Literacy
- CGS2100 Microcomputer Applications for Business
- EME2040 Introduction to Educational Technology
- MAT1033 Intermediate Algebra
- All general education science courses

Substitutions which are relevant to the student’s career aspirations or college major shall be considered. The DSS office shall keep records on the number of students granted substitutions. The records shall include the type of disability and the substitutions provided. These records will be verified by Enrollment Services.

Link to Administrative Procedure 6Hx27:08-13AP