

Name:	
MDID:	Campus:

Tracking Form for Substitutions and Waivers

Course Substitution
 FCLE Substitution
 TABE Waiver
 Dev. Ed. Waiver
 Other Waiver

This form is intended as the coversheet that is initiated from the time a student submits documentation of disability for a course substitution or waiver through all levels of review and approval/disapproval, including actions that must be taken subsequent to these decisions. ACCESS Disability Services should maintain a copy of the Tracking Form and continue to monitor the status on all actions pertaining to student requests for course substitution or waivers.

	Substitution or Waiver Processes and Actions	Date	Signature
1	ACCESS receives student's requests for substitution or waiver		
2	ACCESS receives all student's supporting documentation		
3	ACCESS submits the request packet to the College-wide ACCESS Committee		
4	ACCESS submits the request packet to the Department Chairperson or Program/School Director		
5	Department Chairperson or Program/School Director returns the request packet to ACCESS		
6	ACCESS submits the request packet to the Dean of Faculty		
7	Dean of Faculty returns the request package to ACCESS		
8	ACCESS informs the student of the substitution or waiver status		
9	ACCESS submits the request packet to the Institutional Test Administrator in the District Testing Office for the Waiver Committee review		
10	Provost's Office notifies the student of the District Waiver Committee's decision by letter copied to the appropriate ACCESS Director/Coordinator		
11	District Testing enters the substitution or waiver approval into the student records system		
12	ACCESS records the decision of the District Waiver Committee for Annual Equity Report		
13	ACCESS submits Course Substitution Substitutions Approved for Students with Disabilities Form to the Director of Advisement for updating of academic requirements.		
14	ACCESS prepares the Grade Change Form and memo to the Dean of Faculty and Dean of Students, requesting that grades of "D", "F", or "U" be changed to "W" in the approved course substitution subject area.		
15	ACCESS notifies the student that the substitution or waiver process has been completed		

Substitution/Waiver Request Checklist:

- Memo providing an overview or explanation of the request, including the expected graduation term
- Tracking Form for Substitutions and Waivers (Attachment A)
- Criteria and Guidelines for Substitutions and Waivers signed by the student (Attachment B)
- Mathematics and Foreign Language Substitution List for Students with Disabilities (Attachment C)
- Request Form for Substitutions and Waivers (Attachment D)
- Student letter of Request for Substitution or Waiver
- Supporting documentation provided by student (e.g., statements from faculty member/tutor)
- Accommodation Data Screen from Student Records System, reflecting the category that applies to the substitution/waiver request
- Documentation of disability/evaluation directly related to substitution/waiver request
- Diagnosis: pg. _____ Recommendation(s): pg. _____
- Addendum or update to disability documentation
- History of all test scores in the Student Records System
- Current Academic Requirements Report
- Current Unofficial Transcripts (MDC and/or other post-secondary institutions)

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Criteria & Guidelines for Substitutions and Waivers

The following criteria for Substitutions and Waivers, per District Procedures 4055, Section II, I-N, will be used to determine whether a reasonable substitution request has been submitted. Evaluations that do not include elements listed below may be advised to seek additional documentation.

Criteria for Course Substitution:

1. The student has earned a grade of "C" or better in at least 12 college-level credits.
2. The student has provided a written explanation for the request that contains a history of how disability affects the specific subject area.
3. The student has submitted documentation from a licensed professional that provides sufficient evidence that a disability/condition is having a direct impact upon the student's academic success in the specific subject area with which the student is requesting a substitution.
4. Documentation of a learning disability must meet professional content standards.
5. Upon submission of eligible documentation of disability, the student should provide documentation of any resources or auxiliary aid and services that have been used towards valid attempts in the specific subject area.
6. The student has reviewed and signed the Criteria and Guidelines Form, signifying understanding of the criteria and guidelines.

Criteria for FCLE Substitution:

1. The student has earned a grade of 'D' or better in at least one (1) of the state-approved Civic Literacy Competency courses.
2. The student must have attempted the FCLE a minimum of two times, with one attempt taken at MDC using accommodations, if applicable.
3. The student must have participated in a Florida Civic Literacy Exam Boot Camp or another MDC-approved FCLE study course.
4. The student has provided a written explanation for the request that contains a history of how disability affects the specific subject area.
5. The student has submitted documentation from a licensed professional that provides sufficient evidence that a disability/condition is having a direct impact upon the student's ability to successfully pass the FCLE.
6. Documentation of a disability must meet professional content standards.
7. The student has reviewed and signed the Criteria and Guidelines Form, signifying understanding of the criteria and guidelines.

Guidelines for Requesting a Substitution Based Upon a Learning Disability

All evaluations (e.g., psychological, psycho-educational, neuropsychological) submitted for course substitutions **must include** the following:

1. A specific diagnosis of disability.
2. Identification of the professional(s) responsible for the evaluation and information regarding their licensure or certification.
3. Date(s) of the evaluation. Evaluation should not be older than 3 years at the time it is presented to the College.
4. A listing of all intelligence and other tests/measures used, along with standard scores.

Other Important Elements of the Evaluation May Include the Following:

1. Achievement tests in reading and language that address technical decoding abilities as well as comprehension and written expression.
2. Achievement tests in mathematics that address computational as well as problem-solving skills.
3. Cognitive processing tests that include abstract or fluid reasoning, visual, auditory, and general perceptual motor processing.
4. Recommendations for auxiliary aids, services, or program modifications.

Guidelines for Requesting a Substitution Based Upon Other Disability/Condition

Students with other documented disabilities or conditions must submit documentation from a specialist in the field of the disability under consideration that is current (no older than three years) and relevant to the substitution.

Student Responsibility for Determining Effects of Substitution or Waiver:

The student is responsible for contacting a college or university to which the student is planning to transfer in order to determine if and how the substitution will be honored and affect the student's planned program of study, including a Bachelor's or a degree program at Miami Dade College.

Criteria for Waivers:

1. TABE Waivers - The student should have made at least two attempts at the TABE subtest under consideration.
2. All Waivers - Psychological and other evaluations used for Waivers must meet the same criteria as outlined for Course Substitutions.

Change of Failing Grades in Course Substitution Subject Area:

Once a course substitution has been approved, the student may request that ACCESS initiate a **change-of-grade request with** the Campus Dean of Faculty and the Campus Dean of Students. Only grades of "D", "F", or "U" can be changed to "W" in the subject area approved for substitution.

By signing below, I acknowledge that I understand the Criteria and Guidelines and have received a copy for my use and review.

Student Signature

Date

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Miami Dade College**Mathematics Substitution List for Students with Disabilities**

The following courses may substitute for General Education Mathematics requirements:

ACG 2001 – Principles of Accounting I

ACG 2011 – Principles of Accounting II

ACG 2021 – Financial Accounting

AST 1002 – Descriptive Astronomy

BSC 1005 – General Education Biology

CGS 1060C – Introduction to Microcomputer Usage

ECO 2013 – Principles of Economics (Macro)

FIN 2000 – Principles of Finance

EME 2040 – Introduction to Educational Technology

GEB 1011 – Principles of Business

HUN 1201 – Essentials of Human Nutrition

PHI 2010 – Introduction to Philosophy

PHI 2604 – Critical Thinking and Ethics

PHY 1004 – Introductory Physics

PSY 2012 – Introduction to Psychology

MUT 1001 – Fundamentals of Music Theory

MUT 1111 – Music Theory I

MUT 1112 – Music Theory II

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Miami Dade College**Foreign Language Substitution List for Students with Disabilities**

The following courses may substitute for General Education Foreign Language requirements:

ANT 2410 – Cultural Anthropology

ARH 2050 – Art History I

ARH 2051 – Art History II

LIN 2606 – Introduction to Sociolinguistics

LIT 2110 – A Survey of World Literature I

LIT 2120 – A Survey of World Literature II

REL 2300 – World Religions

SYG 2000 – Introduction to Sociology

SYG 2010 – Social Problems

Request Form for Substitutions and Waivers

Course Substitution	FCLE Substitution	Other Waiver: _____
Date:		Campus:
Student Name:		MDC ID:
Address:		
City:		State: Zip Code:
Phone Number:	MyMDC Email:	
Program Name:		Program Code:
Cumulative GPA:		Cumulative Credits Earned:
Disability:		
General Education Requirement of Request:		
Other Colleges Attended:		
TABE Subtest(s) for which Waiver is Requested:		
Developmental Education Area for which Waiver is Requested:		
Student Signature:		Date:

1. Review of Request by Campus ACCESS Disability Services, Rationale:		
ACCESS Director/Designee Signature:		Date:
2. Action by the College-wide ACCESS Committee, Rationale:		Approved Denied
Date of Meeting:		
Lead ACCESS Director Signature:		Date:
3. Review of Request by Department Chairperson or School Director, Rationale:		
Chairperson/School Director Signature:		Date:
4. Action by the Campus Dean of Faculty, Rationale:		Approved Denied
Campus Dean of Faculty Signature:		Date:

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ACCESS Modifications Overview and Review

Dates of ACCESS Intervention:	
Overview of Auxiliary Aids Services and Program Modifications:	
Summary of Request:	

Signature: _____
ACCESS Director/Coordinator or Campus Designee

Date: _____

Review of Academic Requirements Report

1. In the first column, enter required program course(s), as shown in the example below.
2. In the second column, enter course(s) that have already been taken from the approved course substitution list and include the term and final grade, as shown in the example below.
3. In the third column, enter course(s) the student plans to take from approved course substitution list, as shown in the example below.
4. Advise students to adjust their MAP to reflect any change(s) planned for future terms)

Course/FCLE Substitution(s)*		
Graduation Requirement(s) (e.g., MGF 1130, MAC 1105, FCLE)	Substitution Course(s) Successfully Completed; Term; Grade (e.g., CGS 1060C; Fall 2025; A)	Planned Substitution Course(s) Not Yet Completed (e.g., CGS 1060C)

*** Course(s) being used as a substitution:**

1. May be completed at any time before, during, or after the course substitution is approved.
2. Must be on the approved Mathematics or Foreign Language List or must be determined by the department chairperson or program/school director as appropriate for substitutions in other subject areas.

Course Substitutions Approved for Students with Disabilities

To: Director of Advisement and Career Services:

Campus: _____

From: ACCESS Director/Coordinator

Name: _____

Signature

Date

Subject: Substitution for Bachelor's, Associate in Arts, Associate in Science, and Certificate Programs

Re: _____

Student's Name

Student MDCID

The above-named student has been approved for a course substitution in a degree or certificate program.

Please note the relevant program information as follows:

Program:	
Program Code:	
Effective Term:	
Approved Date:	

Program Area (e.g., Mathematics)	Required Course (e.g., MAC 1105)	Number of Credits	Complete Course Substitution (e.g., CGS 1060C)	Number of Credits

Please refer to the Comments screen in the Student Records System.