



*University Community (faculty, staff and students)*

SUBJECT (R*)	EFFECTIVE DATE (R)	PROCEDURE NUMBER
SPECIAL ADMISSIONS CONSIDERATION THROUGH DISABILITY RESOURCE CENTER	December 2004	2509.001f

**PROCEDURE STATEMENT (R)**

The Disability Resource Center (“DRC”) will provide assistance to individuals with disabilities who seek admission to Florida International University who do not meet standard admission criteria by seeking admission under alternate criteria when appropriate based on the applicant’s disability. In implementing this procedure, DRC shall not compromise academic or admission standards in any way.

An applicant with a disability, which prevents the applicant from meeting standard admissions criteria, may seek admission under alternate criteria, by requesting it in writing when applying. An applicant may amend his or her request for alternative admission consideration at any time by sending a letter requesting admission based on disability to Enrollment Services. Enrollment Services will send a letter requesting current and appropriate documentation to any applicant that requests consideration based on disability on his/her application. The applicant must provide Enrollment Services with current and appropriate documentation certifying the existence of a disability and the functional limitations imposed by the disability in order to be eligible for alternative admission consideration. Enrollment Services will forward all information to DRC. DRC will review all the information and confirm that the applicant’s disability necessitates using alternate criteria. Enrollment Services will then review all relevant information and refer all appropriate information to the appropriate academic units for an admission decision. The applicant will be informed of the University’s decision.

**Fees/Charges:** No fees are charged for the services provided. However, the applicant must bear the cost of providing the documentation. Also the applicant must bear the cost of the application fee.

**Permits/identification Required:** The documentation of disability, above mentioned, is required to certify the necessity of alternative admission consideration. Documentation must be issued by an appropriate professional or agency such as a physician, optometrist, audiologist, psychologist, or other health care professional, the Division of Blind Services, etc. Documentation must be current and complete. The university reserves the right to request additional documentation of disability in the event the documentation presented is insufficient to establish the existence of a disability or if the documentation fails to support the need for alternative admission consideration.

**Records Management:** DRC maintains records of the applicants who have applied under alternative admission in a separate binder by year.

**Policy Violations:** Any applicant who makes false or fraudulent statements within his/her admission application or the admission process may result in disciplinary action, denial of admission, and invalidation of credits or degrees earned.

**REASON FOR PROCEDURE (O\*)**

To provide suitable alternate admissions criteria that allows eligible applicants with disabilities to provide evidence of their suitability to be students at the University.

**RELATED INFORMATION (O\*)**

Under §504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Florida Education Equity Act, and the regulations interpreting these statutes, qualified students with disabilities are required to be given reasonable auxiliary aids and services.

A description of DRC services, which gives an abbreviated version of this procedure, is contained in the University catalogue, DRC website and the student handbook. A more detailed description is contained in the Disabled Student Services Guide.

### DEFINITION (R)

Alternate criteria - Using additional and/or different information to make an admission decision. This may include letters of recommendations from teachers, coaches, guidance counselors, letters or other documents from treating professionals, history of outstanding community services, or history of leadership activities.

### RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)

Division of Student Affairs  
Florida International University

### RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)

Disability Resource Center  
Florida International University  
11200 S.W. Eighth Street, GC 190  
Miami, Florida 33199  
Telephone Number (305) 348-3532

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fiu.edu/>.

For any questions or comments, the “Document Details” view for this procedure online provides complete contact information.

**R\*=Required O\*=Optional**