



MEMORANDUM

SUBJECT: KINE Course Substitutions for Students

DATE: November 16, 2017


In accordance with AP 5140, the District must maintain a plan for and a vehicle to provide programs and services to students with disabilities designed to assure that they have equality of access to District classes and programs. The plan includes provisions for course substitution and waivers.

Toward this end, adapted KINE courses at Palomar College will count toward the district's fitness requirement for the AA degree through a substitution process. Such substitutions will be granted on a case by case basis with approvals from the appropriate Disability Resource Center (DRC) and Kinesiology content experts and departments. As outlined in AP 5140, the District, through the DRC, will use the following criteria in evaluating a student's accommodation request: documentation of a disability, evidence of the student's good faith effort to meet the requirement, evidence that the student is otherwise qualified for success in the degree or certificate, evidence that the objectives of the course in question may be fulfilled in some other way that is consistent with the academic requirements of the program, and evidence that the request would not require a fundamental alteration to an essential component of an academic requirement.

KINE 181 would be the substitute for KINE 135. KINE 182 and 184 would be the substitute for KINE 128.

The process through which such a substitution would be granted is outlined below.

1. **DRC:** DRC Counselor meets with the DRC student and approves the KINE course substitution based upon the student's disability verification, criteria delineated above, and the interactive process. Following the approval, the DRC Counselor completes the Records Office [Enrollment Services Course Substitution/Waiver Form](#) and sends it to the KINE Chair for review.
2. **Kinesiology Department:** The KINE Chair reviews and approves/denies the substitution request. If approved, the KINE Chair sends the Substitution/Waiver Form to the Lead Academic Records Analyst.
3. **Records Office:** The Lead Academic Records Analyst approves and processes the form.

 2.27.18
KINE Chair signature

 2.23.18
DRC Director signature