



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### Chapter 5 – Student Services

#### **AP 3910.6 - COURSE REPETITION BY DISABLED STUDENTS IN DESIGNATED SPECIAL CLASSES**

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This procedure implements Title 5, Section 56029 concerning Special Class Course Repetition.

#### 1. FUNCTION

- a. The District is authorized to permit additional repetitions of a special course or a special section of a course provided there are procedures developed which prescribe the process and criteria.
- b. Repetition of a course is determined on an individual student basis in accordance with Title 5, Section 56029.

#### 2. IMPLEMENTATION

- a. The student completes a DSPS Course Repetition Petition to repeat a special course beyond the approved limit. The completed petition is filled in the DSPS Office for processing.
- b. The DSPS counselor reviews the petition and verifies the special circumstances that allow a student to repeat the course. The allowable special, circumstances by which a course may be repeated are as follows:
  - 1) When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a class;
  - 2) When additional repetitions of a class are essential to completing a student's preparation for enrollment into other regular or special classes; or
  - 3) When the student has a Student Educational Contract (SEC) which involves a goal other than completion of the class in question and repetition of the course will further achievement of that goal.
- c. The DSPS counselor forwards the Petition to the Vice President of Student Services for approval.
- d. The Vice President of Student Services returns the petition (approved or denied) to the DSPS Office.
- e. DSPS Department forwards petition to student.
- f. Student takes approved petition to Admissions Office to enroll in the course.

- g. Admissions Office distributes the petition as follows:
  - 1) College Admissions Office for inclusion in student folder;
  - 2) District Records Office;
  - 3) DSPS Counselor/Student Life;
  - 4) Evaluation Office.
- h. The approved Course Repetition will be valid for one repetition of the course.

Reference: California Code of Regulations (CCR), Title 5, section 56029  
SDCCD Policy 3910 DSPS Course Repetition Petition  
Rehabilitation Act of 1973, section 504

Approved by  
the Chancellor: April 13, 2010

Supersedes: Procedure 3910.6 - 6/08/94