



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP 3910.6 – COURSE REPETITION BY STUDENTS WITH DISABILITIES IN DESIGNATED EDUCATIONAL ASSISTANCE CLASSES

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

1. FUNCTION

- a. The District is authorized to permit additional repetitions of an educational assistance course or a special section of a course provided there are procedures developed which prescribe the process and criteria.
- b. Repetition of a class 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 an educational assistance class beyond the approved limit.
- b. The DSPS counselor or educational assistance class instructor 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 educational assistance classes is dependent on additional repetitions of a class;
 - 2) When additional repetitions of a specific educational assistance class are essential to completing a student's preparation for enrollment into other general or educational assistance classes; or
 - 3) When the student has an Academic Accommodation Plan (AAP) 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 Office forwards the Petition to the Vice President of Student Services or designee for approval.
- d. The Vice President of Student Services or designee returns the petition (approved or denied) to the DSPS Office.
- e. The DSPS Office forwards petition to the 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 Office;
 - 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: June 7, 2017

Supersedes: 6/8/94, 4/13/10