



ADMINISTRATIVE **PROCEDURE**

5146

DESERT COMMUNITY COLLEGE DISTRICT

EDUCATIONAL ASSISTANCE CLASS **REPEATABILITY FOR STUDENTS WITH** **DISABILITIES**

A student with a verified disability may, for one or more of the following reasons, request approval for additional repeats of an Educational Assistance Class:

1. When the continuing success of the student in other general and/or Educational Assistance Classes is dependent on additional repetitions of a specific class;
2. When additional repetitions of an Educational Assistance Class are essential to completing a student's preparation for enrollment into other regular or Educational Assistance Classes;
3. When the student has a Disabled Students Programs and Services (DSPP) Academic Accommodation Plan which involves a goal other than completion of the Educational Assistance Class in question and repetition of the course will further the achievement of that goal.

To request approval for additional Educational Assistance Class repeatability, a DSPP student must:

1. Meet with his/her DSPP Counselor to justify the need for repeating an Educational Assistance Class.
2. The DSPP Counselor must approve the repeat of the Educational Assistance Class based on one or more of the Title 5 criteria for repeating an Educational Assistance Class.
3. The DSPP Counselor will document the student's need to repeat an Educational Assistance Class and indicate their approval of the request. The documentation and the approval of the request will be submitted to the DSPP Director for approval.
4. The student approved to repeat an Educational Assistance Class will file a Petition for Exception to Policy with the Office of Admissions and Records for the semester in which he/she wants to repeat the class.

Reference: Title 5, Section 56029

College Council Approved: October 15, 2007

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Administrator: VP Student Success

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