



ADMINISTRATIVE PROCEDURE

5144

DESERT COMMUNITY COLLEGE DISTRICT

SUBSTITUTION OF A COURSE REQUIREMENT FOR STUDENTS WITH DISABILITIES

If a student with a disability is of the opinion that all reasonable educational accommodations and academic adjustments provided for a required course are insufficient to enable him/her to complete it and that attempts with additional or different accommodations have been exhausted, or if the student can show that his/her disability is of such magnitude that any attempt at completing the course would be futile, that student may submit a Request for a Course Substitution to the Disabled Students Programs and Services (DSPS) Director and DSPS Learning Disabilities Specialist.

A preliminary meeting with the student and a review of the student's disability-related need for a course substitution will take place keeping in mind the unique needs of the student. The review will be conducted by a team of appropriate DSPS professionals including, but not limited to, the Director and the Learning Disabilities Specialist. Sufficient written documentation that the student meets all standardized criteria established by Title 5 and the State Chancellor's Office relevant to the student's disability must be demonstrated to the DSPS Office in order to proceed with the course substitution request. (Sections 56032 – 56044 of Subchapter 1 of Chapter 7 of Division 6 of Title 5)

If the DSPS team determines that the above requirements are met, it will develop an educational plan for the student that addresses the student's particular disability, immediate and future educational goals, and how this course substitution will affect any prerequisite, graduation, or transfer requirements detailed by the educational plan. DSPS and the student will present the completed plan to a committee comprised of a representative Dean and faculty member requesting approval of the course substitution. Within 10 instructional days, the committee will determine if the requested substitution constitutes a fundamental alteration of the educational program. The committee will present their determination in writing to the student and include an individualized plan for the student's future educational goals based upon the decision delivered. If the committee cannot reach consensus, then the matter will be referred to the ADA/504 Compliance Officer, the Vice President of Student Success, and the Vice President of Student Learning.

If the substituted course is required for transfer and the student plans to transfer, the student is responsible for contacting the transferring institution regarding the acceptability of the substitution. DCCD students will be informed in writing that a substitution granted by DCCD may not be recognized by a subsequent institution.

College Council review: September 8, 2003

College Council Approved: October 15, 2007

Executive Cabinet Review/Approval: August 8, 2017

College Planning Council Review/Approval, 1st Reading: September 8, 2017

College Planning Council Review/Approval, 2nd Reading: September 22, 2017

Board Meeting/Information Item: October 20, 2017

Next Review: October 2022

Administrator: VP Student Success