



ARTICLE 4300: STUDENT PROGRESS AND GRADUATION

4353 Adjustment of Graduation Requirements for Students with Disabilities

In cases in which an otherwise qualified student's disability-related functional limitations may preclude him/her from successful completion of a course required for a degree or certificate, a course substitution may be considered.

If the student and the academic department mutually agree upon a course substitution, and the proposed course substitution meets the requirement of comparable concept mastery, the course substitution will be granted by the Vice President of Academic Affairs. If the academic department has denied a student's request for course substitution and the student remains unable to complete a course, the student may appeal this decision by taking the following steps:

Process for Course Substitution:

1. The student will complete a written, formal request and submit this petition to a DSPTS faculty member. This request may only be accepted by DSPTS after the student has completed 45 applicable units. This request should be submitted prior to the student's final semester to avoid last semester negotiations.
2. A preliminary review of the student's disability-related need for a course substitution will be made, taking into account the unique needs of each student. This review must be conducted by a team of appropriate professionals within DSPTS, including the Coordinator of DSPTS. Sufficient written documentation that the student meets all standardized criteria established by Title 5 and the Chancellor's Office relevant to the student's disability must be demonstrated to the DSPTS office in order to proceed with a formal request. (Sections 56032-56044 of Subchapter 1 of Chapter 7 of Division 6 of Title 5)
3. If the DSPTS team determines that the above requirements are met, it will develop an educational plan with the student that addresses the student's particular disability, immediate and future educational and career goals, and how this particular course substitution will affect any prerequisite, graduation or transfer requirements detailed by this educational plan. Within thirty (30) instructional days of receiving the formal request, DSPTS and the student will present this plan in writing to an ad hoc committee consisting of the following individuals:
 - Academic Dean (Chair of the ad hoc committee)—appointed by the President or designee.
 - DSPTS Coordinator or designee
 - Department Chair from the area in which the course to be substituted is offered
 - Two at-large faculty members:
 - Curriculum Committee Chair (or designee)
 - Faculty member not from the department from which the student seeks the substitution (appointed by the Academic Senate President)
 - ADA/Section 504 Compliance Officer (non-voting)



A quorum shall be established when at minimum the Department Chair (or designee), the DSPS Coordinator (or designees), and one faculty member are present. Other, non-voting individuals may be present if requested by committee members. The petition will be evaluated on a case-by-case basis. Through the evaluation of the student's transcript and the proposed plan, it must be evident that the student is otherwise qualified and will meet all other graduation requirements (see AR 4350). Within twenty (20) days of the referral from DSPS, this committee will determine if the requested substitution constitutes a fundamental alteration of the educational program in which case necessary adjustments of the educational plan may be presented. The plan developed by the ad hoc committee becomes effective immediately and will be coordinated and implemented by DSPS. The Coordinator of DSPS or his/her designee will ensure that the provisions of the plan are followed.

4. If a course substitution (which may include a special project or independent study coursework) is recommended, a written contract between the ad hoc committee and student will be established. The relevant academic departmental representatives will recommend a substitution which will achieve student learning outcomes and objectives comparable to those of the course for which the work will be substituted. The committee, may at its discretion request/require any of the following:
 - Completion of the substitute work within a specified period of time.
 - If a project or independent work is assigned, the department chair and/or a departmental faculty member will be solely responsible for evaluating the student's work and communicate its evaluation results to committee members.
5. Once the agreed upon project or independent work has been successfully completed, the ad hoc committee may at its discretion reconvene to certify its completion and forward its approval to the Vice President of Academic Affairs for final approval.
6. It is the student's responsibility to consider the consequences of course substitution in transferring to another postsecondary institution. If the original course is required for transfer, it is the student's responsibility to contact the transfer institution for consideration of a disability-related adjustment.
7. The district is not obligated to develop a substitute course. Academic requirements that are essential to a program or directly linked to licensing requirements will not be considered for substitution.

Reference: Title 5, Sections 56032-56044

Approved: 05/02/06