

VICTOR VALLEY COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE

ACADEMIC ADJUSTMENTS (Addendum)

Chapter 3

AP 3440

Procedures for Course Adjustment of Graduation Requirement

Guidelines:

It is the policy of Victor Valley College (VVC) to maintain compliance with Title V of the California Educational Code, through the passage of AB 77 (Lanterman) 1976 and compliance issues specific to Section 504 and 508 of the Rehabilitation Act of 1973, The Higher Education Act, and the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Amendment Act (ADAA) of 2008.

It is the intent of the college that students with disabilities be admitted to courses and programs on an equal basis with all other students. To ensure quality of access for these students, academic accommodations and auxiliary aids are provided to the extent necessary to comply with all the regulations. When the severity of a disability of an otherwise qualified student creates an obstacle to successful completion of a course required for graduation from Victor Valley College, despite a good faith effort and the use of accommodations on the part of the student, a course substitution or waiver may be considered.

**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. VVC students will be informed in writing that a substitution granted by VVC may not be recognized by a subsequent institution.**

In order to accommodate students with documented disabilities, the District will use the following criteria and process in evaluating a student's request:

- 1) Student fills out a request for course substitution/waiver with DSPS. Request must be received by DSPS **prior to** enrollment in the student's final semester (Fall or Spring only) before graduation.  
The request must include the following documentation:
  - a. Documentation of Disability with specific test scores and/or medical documentation and a description of the degree of educationally related functional limitations in the academic area under discussion.

- b. Evidence of the student's good-faith effort to meet the Degree/Certificate requirement such as:
    - Academic transcripts showing consistent and persistent effort in attempting course work, and/or
    - Regular attendance, completion of all assignments, and/or
    - Use of all appropriate and available services such as tutorial assistance, and/or
    - Use of all appropriate and available academic adjustments such as test accommodations, and/or
    - Clear documented educational history of prolonged Math or English disability.
  - c. Evidence that the student is otherwise qualified such as:
    - Student's success in completing course work in all other areas required for the degree or certificate and/or
    - Success in courses that demonstrate equivalent skills to the courses under consideration and/or
    - Success in employment.
  - d. Evidence that the objectives of the course in question can be met in some other way (course substitution or other).
  - e. Evidence that the request would not require a fundamental alteration to an essential component of an academic requirement. ("Academic requirements that the District can demonstrate are essential to the program of instruction being pursued by the students, or directly related to licensing requirements, will not be regarded as discriminatory." Volume 34 of the Code of Federal Regulations 104.44(a).)
- 2) DSPPS confers with the Academic Department involved. A DSPPS Course Substitution Committee will be formed to include the DSPPS director, the DSPPS professional recommending the adjustment, the Department Chair or faculty representative from the department of the course in question, and a designee from the Academic Senate. The student requesting the substitution/waiver will be included as a participant but will not have a vote. If the Committee is in agreement with the course substitution, and the proposed course substitution meets the requirement of comparable concept mastery, the course substitution will be granted and documented with A & R. There will be a 10 (academic) day timeline for the committee to be brought together and for a decision to be made. An additional 5 (academic) days will be given for a written response to student.
  - 3) The Graduation Course Substitution Agreement will then be sent to Office of Instruction as an Information Item.
  - 4) If consensus cannot be reached by the DSPPS Course Substitution Committee, the request, including all the relevant paperwork, will be immediately referred to the

Vice President of Instruction **and** the Vice President of Student Services with consultation from the ADA Coordinator for a final decision. There will be a 5 (academic) day timeline for this decision.