



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### Chapter 5 – Student Services

#### **AP 4225.1 – COURSE REPETITION BY STUDENTS WITH DISABILITIES IN DESIGNATED EDUCATIONAL ASSISTANCE CLASSES**

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

#### FUNCTION

1. 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.
2. Repetition of a class is determined on an individual student basis in accordance with Title 5, Section 56029.

#### IMPLEMENTATION

1. The student completes a DSPS Course Repetition Petition to repeat an educational assistance class beyond the approved limit.
2. 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:
  - a. When continuing success of the student in other general and/or educational assistance classes is dependent on additional repetitions of a class;
  - b. 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
  - c. 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.
3. The DSPS Office forwards the Petition to the Vice President of Student Services or designee for approval.
4. The Vice President of Student Services or designee returns the petition (approved or denied) to the DSPS Office.
5. The DSPS Office forwards petition to the student.
6. Student takes approved petition to Admissions Office to enroll in the course.
7. Admissions Office distributes the petition as follows:

- a. College Admissions Office for inclusion in student folder;
- b. District Records Office; and
- c. DSPS Office;

8. The approved Course Repetition will be valid for one repetition of the course.

Reference: California Code of Regulations (CCR), Title 5, Section 56029;  
Rehabilitation Act of 1973, Section 504

Approved by  
the Chancellor: September 22, 2022

Supersedes: AP 3910.6 – 06/08/94; 04/13/10; 06/07/17; (*Renumbered AP 4225.1*)