



AP-5140-B: Course or Program Requirement and Prerequisite Accommodation Petition

Los Angeles Community College District

Instructions

The petition request packet is the student's responsibility to complete and must include the following: (Please attach all pages from AP-5140-B to the front of your packet).

Student Information

Name:

College:

Student Identification (ID) Number:

Phone Number:

Student E-mail Address:

Program of Study:

Requirements

Please select degree requirement or certificate requirement (Choose one option.).

Option 1 Substitution:

I am requesting a course **substitution** as an accommodation for my (Choose one option.):

Degree Requirement

Certificate Requirement

Option 2 Waiver:

I am requesting a course **waiver** as an accommodation for my (Choose one option.):

Degree Requirement

Certificate Requirement

I have read and understand the rationale, criteria, and procedures for requesting a course substitution and waiver. I have provided all information required in the Substitution Request Petition and I understand that course substitutions or waivers are seldom approved without appropriate justification and professional documentation.

Student Signature

Date Submitted:

Office Use Only

A complete course substitution request packet was received from the student on:

Date Received:

DSPS Coordinator Signature:

Date Signed:

Student Checklist for Course Substitution and Waiver Request

The petition request packet is the student's responsibility and must include the following: (Please attach all pages from AP-5140-B to the front of your packet).

A. A letter, written by the student, requesting a course substitution or waiver as an accommodation for the educational functional limitations caused by the documented disability.

The letter must include the following:

1. Description of educational limitations in the academic area under discussion.
2. Identification and explanation of past performance in the courses taken for the academic area under discussion.
3. A description, if applicable, of how an earnest and reasonable effort was made to meet the requirement under discussion and include a description of accommodations utilized.

B. Attachments to the petition request packet:

1. Letter of support from Learning Disabilities Specialist or Counselor (Recommended):
 - a. Verifying the disability.
 - b. Indicating specific functional limitations in the academic area under discussion.
 - c. Verification of usage of any reasonable and authorized accommodations and support services.
Example: Show how all reasonable and authorized accommodations have been used, how often they have been used, and how successfully they have been.
2. Forms from Academic Counselor (Required):
 - a. An updated Student Education Plan and Student Educational Contract showing completion of course work required for degree or certificate.
 - b. A graduation evaluation for plan A, plan B, or certificate

- c. Copy from the college catalogue of major requirements showing course in question is peripheral to student's major plan of study or training.
 - 3. Any additional supporting information that may further support the petition request.
 - 4. A current copy of unofficial transcripts (Required).
- C. Turn in completed packet to the Disability Services (DSPS) Director.

The Petition Packet must be turned in prior to the student's intended date of graduation or granting of a certificate. Petitions will be processed with all due haste, but realistic processing times may exceed four weeks.

For more information or assistance in completing the form or requests for alternate formats, please contact the DSPS Director on your campus. The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or in, its programs or activities.