

REQUEST FOR GRADUATION REQUIREMENT ACCOMMODATION



Accessibility Coordination Center & Educational Support Services

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Following the attached board approved procedure, it is the responsibility of the student to compile and complete the following forms and requirements. You should ask your counselor, disability specialist, and/or teachers for any assistance you may need. All documentation will be turned in to the ACCESS Coordinator.

A. Student

Name: _____ SS#/ID# _____ - _____ - _____

I am requesting the following graduation requirement accommodation:

- Course/Competency Substitution
o Required Course/Competency: _____
o Requesting to substitute with: _____
Waiver of the following graduation requirement: _____
Other: _____

I am attaching items 1-5 as outlined in the attached procedure. I understand that this course substitution or waiver, if granted, is applicable for Moorpark College only and may not be recognized by another post-secondary institutions.

Student's Signature: _____ Date _____

B. ACCESS (DSP&S) Coordinator

Request received on: 1st _____ 2nd _____ 3rd _____.

The following action was taken:

- Incomplete. Returned to student on _____ to be resubmitted with the following additions: _____
Sent forward to Academic Accommodations Committee on _____

Submitted Documentation
To be indicated by coordinator
1. Student Letter
2. Specialist Report
3. Academic Record (transcript)
a. Peripheral to major verification
4. Instructor documentation of effort
5. Documentation of support usage

C. Committee Action

- Accommodation request approved on _____
Accommodation request denied. Reason(s) given: _____

ACCESS Coordinator _____ Date: _____