



## **AP 5151 Academic Adjustments for Limited English Proficiency**

**Reference: None**

To provide additional support to students who have Limited English Proficiency (LEP), students who have self-identified as having LEP will be eligible to receive LEP adjustments in their classes.

Academic adjustments include extended time on tests (1.5x) and recorded lectures. It is the student's responsibility to inform all instructors of the academic adjustments that they have requested by providing the faculty with a copy of the Academic Adjustments for Students with Limited English Proficiency Form. The academic adjustments roll over from one term to the next.

1. All students will be informed of the LEP Academic Adjustments policy and the process for obtaining the adjustment through regular communication by the college, via the course syllabus template, and when meeting with staff & faculty. The DocuSign form will be accessible in the student portal for forms.
2. Academic Adjustment for Students with Limited English Proficiency Form is filled out by the student via DocuSign, received by the Registrar's office, and scanned into the student's program file in the student's digital document folder.
3. Students will receive an electronic copy of the approved Academic Adjustment form via their RCC student email from the Registrar's office. The student is responsible for maintaining a copy of the approved Academic Adjustment for Students with Limited English Proficiency Form to present to instructors each term. Students may forward the form to their instructor electronically or present the hard copy. The form will also be available in the student's digital document folder, upon request.
4. Instructors should be notified at least 1 week prior to a quiz or exam. If notifications occur less than 1 week prior to the scheduled quiz or exam, providing academic adjustments may not be possible.

NOTE: The academic adjustments described in this procedure should not be confused with an academic accommodation provided by Access and Disability Resources required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

**Rescinds Procedure Number: None**

**Approved: May 7, 2024**