



Services for Students with Disabilities Office

Dear Student,

Welcome to South Suburban College. The Services for Students with Disabilities Office (SSDO) will provide information for all students seeking any type of academic accommodations.

From the time a student makes an initial request for services, to the final determination of accommodations to be provided, the SSDO includes the student in an interactive process to determine the academic adjustments and/or modification(s) and services to be provided to the student.

In making this determination regarding appropriate accommodations, the SSDO takes into account input from the student and SSDO. The SSDO will consult with Administrators, Counselors, and other academic faculty when appropriate.

The determination of appropriate accommodations will be made on an individualized case-by-case basis using this interactive process involving all appropriate stakeholders.

Please follow the application process as outlined in the following steps.

Contact the SSDO Student Specialist at extension 2572, or visit room 2268, to receive the information for receiving accommodations. This step should be completed as soon as possible.

1. Submit the medical documentation to the Manager of SSDO.
2. Once the Manager of SSDO has verified that the student has the appropriate documentation to substantiate his/her disability, the student and the SSDO Manager will make an appointment to engage in an interactive process to determine the academic adjustments and/or modifications and services to be provided to the student..
3. Once the interactive process has been completed outlining the recommendation of appropriate accommodation(s) the student will receive an academic accommodation passport immediately. The SSDO will utilize accommodation request forms, or academic accommodation passports, to provide this written notification documenting the individualized accommodation(s) that have been determined to be appropriate as a result of this interactive process. If any adjustments or services requested by the student are denied, the student will be notified by the SSDO in writing, which shall also include the reason(s) for the denial, within 10 school days. All written notification will also include information regarding the process that the student can use to appeal the denial of any adjustments or services requested by the student and a copy of the Accommodation Appeal Form for the student to complete and return to the Manager of the SSDO.
4. The student must decide whether or not to accept the recommended accommodations(s).

- If the student accepts the recommended accommodation(s), the SSDO will provide the student as well as the student's instructors a copy of their approved accommodation passport.
 - If the student does not accept the recommended accommodation, the student will indicate their rejection of the recommended accommodation(s) on the Accommodation Request Form, and sign and date the form. The SSDO will contact the student by phone or in writing to notify the student of the date, time, and location of the staff meeting to review the student's denial within 10 school days. This staff meeting will include all appropriate staff involved in the interactive process along with the student.
 - If the student disagrees with the outcome of the staff meeting, the student can file a complaint using the College disability complaint discrimination procedures.
5. The SSDO Student Specialist will schedule, as necessary, the accommodation (s) for which the student is eligible. The SSDO Student Specialist will contact the student by phone or in writing to notify the student of any necessary accommodation(s) that have been scheduled.
 6. The student will be recommended to participate in follow-up meetings with his/her Counselor, SSDO Manager or SSDO Student Specialist as needed, but at a minimum. Students' passports are distributed to instructors via (inter-office mail) every semester. All passports reveal a stamp with the current semester and year, identifying that the student's academic accommodations are active.

STUDENT GUIDELINES:

1. The SSDO does not provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.
2. It is the student's responsibility to notify the SSDO of the need to change a course schedule prior to making any changes and to discuss if such a change affects accommodations. If the student registers late or makes changes to their schedule that requires changes to his or her accommodation's request, the student must expect that it will require a minimum of three weeks to process the new request for accommodations.
3. A student who has not registered for classes for one or more semesters must contact the SSDO, at least thirty (30) days prior to the start of any semester (Fall, Spring or Summer) to notify the SSDO of the student's intent to return to South Suburban College and the need to resume their academic accommodations. The interactive process will be reviewed at this time.
4. When requesting accommodations for test scribe or test dictation, the student must notify the SSDO student specialist within a minimum of three (3) days in advance of when the student is required to take his/her test.
5. The Student shall sign the Accommodation Service forms confirming the date accommodations are approved. The student is also required to complete an Accommodation Feedback Form at least once a semester to evaluate the quality of the accommodation services received.

Please contact a Counselor regarding academic advice. Please contact Student Specialist at extension 2572, or Room 2268, or Gail Bonds-Carpenter at extension 2691, or Room 2364, regarding accommodation(s) requests.

Sincerely,

Gail Bonds-Carpenter
Manager
Services for Students with Disabilities Office (SSDO)

Instructor: Please immediately notify SSDO Student Specialist at extension 2572 or SSDO Manager at extension 2691 for **accommodation issues**.

Instructor: Please immediately notify a Counselor at extension 2306 for **academic concerns**.

Revised 2016