



Services for Students with Disabilities Office Request for Accommodations Process

Welcome to South Suburban College. The Services for Students with Disabilities Office (SSDO) provides 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 reasonable academic adjustments and/or modification(s) and services to be provided to the student. The SSDO will consult with administrators, counselors, and other faculty when appropriate to determine appropriate accommodations on an individualized case-by-case basis.

The SSDO will provide information on the services available to students requesting accommodations and forms that must be completed to receive academic accommodations through SSDO. Forms for your doctor to complete, if required, are included with the information provided. Please follow the request process as outlined in the following steps.

1. 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, preferably before classes start.
2. Submit the medical documentation to the Manager of SSDO.
3. 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 modification(s) and services to be provided to the student.
4. 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 the **Accommodation Request Form** or academic accommodation passports, to provide 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.
5. The student must decide whether or not to accept the recommended accommodations(s).
6. 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(s) passport.



7. If the student does not accept the recommended accommodation(s), 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 meeting to review the student's denial within 10 school days. This meeting will include all appropriate staff involved in the interactive process along with the student.

If the student disagrees with the outcome of the meeting the student can file a complaint using the ADA grievance" process which is available on the SSDO webpage.

Student Guidelines & Responsibilities:

- 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.
- 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 are expected to visit the SSDO at the beginning of each academic school year (Fall Semester) to obtain an updated passport revealing the new academic school year's stamp to identify that their academic accommodation(s) are currently active.
- The SSDO does not provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.
- 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 impacts the accommodation(s). 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 accommodation(s).
- 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. Reviewing of the interactive process will be offered at this time.
- When requesting accommodation(s) for test proctoring, the student must notify the SSDO Specialist in a minimum of three (3) days in advance of when the student is required to take his/her test.
- The Student shall sign the Accommodation Service Log to verify the date and time the accommodation(s) is received. 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.
- Contact the College & Career Success Center to speak with a Counselor for academic or registration inquiries at (708)596-2000 ext. 5724 or join the virtual line at <https://www.ssc.edu/qless>

Services for Students with Disabilities Office, Room 2268, Phone (708)596-2000 ext. 2572,
disabilityservices@ssc.edu