



## *Services for Students with Disabilities Office*

Dear Student,

Welcome to South Suburban College. The Services for Students with Disabilities Office (SSDO) will provide this information packet 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 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 where appropriate.

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

Enclosed is 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 this packet. Please follow the application process as outlined in the following steps.

1. Contact the SSDO Manager at extension 2649, or in room 2264, to receive the information packet for receiving accommodations. This step should be completed as soon as possible.
2. Submit the medical documentation to the Manager of SSDO.
3. Make an appointment with counselors Juhelia Thompson, Leticia Carrillo, Linda Bathgate, Noah Hamilton, or Sarah Hartmann by calling (708) 596-2000, extension 2306. (At the time of this appointment, you will be required to submit the required medical documentation, if you have not already done so.) The Counselor will verify that the student has the appropriate documentation and work with the student and review departmental information to identify the appropriate accommodation(s). If the student lacks the appropriate documentation, the student will be informed of the necessary additional information required to evaluate the need for academic accommodations and the counselor will schedule a follow-up appointment with the student.
4. Once the Counselor has verified that the student has the appropriate documentation to substantiate his/her disability, the student will be instructed to contact the SSDO Manager to make an appointment to continue with the interactive process to determine the academic adjustments and/or modification and services to be provided to the student..
  1. If the Counselor recommends that the student is not eligible for accommodation(s), the student will be referred for other academic support services such as tutoring services, or student life at South Suburban College.

2. If the Counselor recommends that the student is eligible for accommodation(s), the manager will issue an accommodation(s) passport and refer the student to the SSDO Specialist. The Specialist will arrange the note taking, interpreting, and/or test dictation schedule for which the student is eligible.
5. Once the recommendation of appropriate accommodations has been made, the student will be notified by receiving an academic accommodation passport immediately. The SSDO will utilize accommodation request forms, or academic accommodation passports, to provide this written notification documenting the individualized accommodations 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.
6. 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 accommodation passport to notify both the student and, with the student's consent, the student's instructors.
  - 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 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's disability complaint discrimination procedures.
7. The Specialist will schedule, as necessary, the accommodation (s) for which the student is eligible. The Specialist will contact the student by phone or in writing to notify the student of any necessary accommodation(s) that have been scheduled.
8. The student will participate in follow-up meetings with his/her Counselor, Manager or Specialist as needed, but at a minimum, once per semester to discuss the continuing need for accommodations.

#### 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 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).
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 undertake a new interactive process.

4. When requesting accommodation(s) for test proctoring, the student must notify the SSDO Specialist in writing 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 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.

Please contact Juhelia Thompson at extension 2393, Leticia Carrillo at extension 2516, Linda Bathgate at extension 2313, Noah Hamilton at extension 2208, or Sarah Hartmann at extension 2572, regarding academic advice. Please contact Student Specialist at extension 2572, or Room 2268, OR Hui-Ling Hite at extension 2649, or Room 2264, regarding accommodation(s) requests.

Sincerely,

Hui-Ling Hite  
Manager  
Services for Students with Disabilities Office

**Instructor:** Please immediately notify SSDO Student Specialist at extension 2572 or SSDO Manager at extension 2649 for **accommodation issues**.

**Instructor:** Please immediately notify Juhelia Thompson at extension 2393, Leticia Carrillo at extension 2516, Linda Bathgate at extension 2313, Noah Hamilton at extension 2208, or Sarah Hartmann at extension 2572 for **academic concerns**.

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