



## **SPECIAL ACCOMMODATIONS**

South Plains College students with disabilities are granted special accommodations in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students with special needs are encouraged to contact the Coordinator of Special Services as early as possible. Adequate notice to prepare for and provide special accommodations and services is required.

### **LEVELLAND / REESE CENTER / LUBBOCK PROCEDURES**

1. Fill out and submit a Request for Special Accommodations, available outside of room 811 on the Reese Campus or at the Counseling Center on the Levelland Campus. An initial meeting with the Coordinator of Special Services is encouraged, but is not required.
2. Make arrangements for appropriate documentation regarding your disability to be submitted to the Special Services Office. It is the student's responsibility to provide adequate documentation and no accommodations will be granted without it.

Appropriate documentation must establish the student as an individual with a disability, as defined by law, and must support the appropriateness of requested accommodations. Specific guidelines for acceptable documentation are available from the Special Services Office. Release of information forms are also available, if needed.

3. Your application and documentation will be reviewed. The review process may take as long as two weeks, especially at the beginning of a semester, so please plan ahead.

You will be notified if any additional information is needed or if your request cannot be granted. You may submit additional information at any time and ask for another review.

4. If your request is approved, you will be notified by phone or mail. You may be asked to schedule an appointment with the Coordinator of Special Services to discuss services and approved accommodations.

## **PLEASE KEEP THIS PAGE FOR YOUR RECORDS!!**

5. After services and accommodations have been agreed upon, a letter to your instructors outlining all of your academic accommodations will be generated. It is your responsibility to pick up these letters from the Special Services office and deliver them to your instructors. You are encouraged to discuss the accommodations with your instructor and to clarify administrative procedures.
6. Contact the Special Services Office as soon as possible if you are having any problems or if you are not receiving the approved accommodations. Be sure to notify us of any schedule changes.
7. You must reapply for accommodations each semester. Documentation does not need to be re-submitted. You will be notified if any additional or updated information is needed.
8. These procedures apply to all South Plains College campuses. If you have classes on both campuses, please apply through the office where your intended major is based. Call either coordinator if you are unsure of where to apply or have other questions. The Special Services Coordinator in Levelland can be reached at 894-9611, ext. 2529. The Special Services Coordinator at Reese can be reached at 885-3048, ext. 4654.

### **GRIEVANCES AND APPEALS**

If you believe that an action or decision made by the Special Services Office violates your rights, you may initiate a grievance procedure. Your first step should be to address the problem with the Coordinator of Special Services. If you are still not satisfied, you should contact the Associate Dean of Student Services. If your concerns are not resolved at this level, the Associate Dean of Student Services can provide directions on further appeals procedures.

General information on student appeals and the academic appeals procedure are published in the General Catalog. Specific grievance procedures, including ADA/504 complaints, are outlined in the Student Guide.