



**Disability Services Office is located in the Counseling and Guidance Center at both the Levelland Campus and Reese Center.**

Levelland:  
Student Services Building  
PH: (806) 716-2366  
(806) 716-2577

Byron Martin ATC, Plainview or Reese Center:  
Building 8 Reese Center  
PH: (806) 716-4606  
(806) 716-4675

## **Academic Accommodations**

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

### **APPLICATION PROCEDURES**

1. Fill out and submit a Request for Academic Accommodations, available through the Disability Services office at each campus.
2. Make arrangements for appropriate documentation regarding your disability to be submitted to the Disability Services Office. It is the student's responsibility to provide adequate documentation, and no accommodations will be granted without it.
3. 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 attached to this packet (blue page). Release of Information forms are also available, if needed.
4. Your application and documentation are reviewed. The review process may take as long as two weeks (10 working days), especially at the beginning of a semester, so please plan ahead.
5. 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.
6. If your request is approved, you will be notified by phone or mail. You will be asked to schedule an appointment with the Coordinator of Disability Services to discuss services and approved accommodations.

7. 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 Disability Services office and deliver them to your instructors. You are encouraged to discuss the accommodations with your instructor one on one, and to clarify administrative procedures.
8. Contact the Disability Services Office as soon as possible if you are having any problems or if you are not receiving the approved accommodations.
9. You must request accommodations each semester in writing. LOA request forms are available through the Disability Services office.
10. If you have classes on both campuses, please apply through the office where your intended major is based. The Disability Services Office can be reached the numbers listed above.

### **GRIEVANCES AND APPEALS**

If you believe that an action or decision made by the Disability Services Office violates your rights, you may initiate a grievance procedure. Your first step should be to address the problem with the Coordinator of Disability Services. If you are still not satisfied, you should contact the Director of Counseling and Guidance. If your concerns are not resolved at this level, the Vice President of Student Affairs 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.

Completed Applications can be faxed or mailed to South Plains College:

**Levelland Campus**

South Plains College  
Disability Services, Box Z  
1401 S College Ave  
Levelland, Texas 79336  
Fax: (806)897-0371

**Reese Campus**

South Plains College  
Disability Services  
819 Gilbert Drive  
Lubbock, Texas 79416  
Fax: (806) 716-4731

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