



**SOUTH
SUBURBAN
COLLEGE**

ADA Grievance and Complaint Form

Revised 04/20/25

SSDO • 15800 S. State St. South Holland, IL 60473 • (708) 596-2000, ext. 2691

(All complaints must be typed or printed neatly in black ink.)

South Suburban College (SSC) is committed to a policy of ensuring that no qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in SSC programs or activities due to his or her disability. SSC is fully committed to complying with all requirements of the Americans with Disabilities Amendment Act of 2008 (ADA) and the Rehabilitation Act of 1973 (Section 504) and to providing equal educational opportunities to otherwise qualified students with disabilities.

The purpose of the SSC 504/ADA Student Complaint and Grievance Policy is to provide prompt, equitable and orderly processes to resolve disability discrimination and harassment complaints and grievances by students at South Suburban College. Any SSC student who believes they have been subjected to discrimination and harassment on the basis of disability or has been denied access or accommodations required by law will have the right to invoke this Complaint and Grievance Procedure. In general, this 504/ADA Student Complaint and Grievance Policy is designed to address the following types of concerns:

1. Disagreements or denials regarding requested services, accommodations, or modifications
2. Alleged inaccessibility of an SSC program or activity
3. Alleged harassment or discrimination on the basis of a disability
4. 4) Any other alleged violations of the ADA and/or Section 504.

This Complaint and Grievance Procedure, however, is not intended to and will not supersede other SSC policies and procedures which may exist for addressing alleged violations of the ADA and/or Section 504 or other issues of concern for which separate SSC policies and procedures exist, e.g., grade appeals. Students are encouraged to consult with respective designees regarding the most appropriate SSC policy or procedure to address a particular concern.

Student complaints are filed with:

ADA Coordinator

Davina Davis, Manager of Services for Students With Disabilities

(708) 596-2000 ext. 2691

Office 2268

ddavis@ssc.edu

Employee complaints are filed with:

Affirmative Action Officer

Charlotte Guyton Director of Human Resources

(708) 596-2000 ext. 5754

Office 1245E

cguyton@ssc.edu

First and Last Name: _____ SSC ID Number: _____

Phone: _____ Cell Phone: _____

Mailing Address: _____ City: _____

State: _____ Zip Code: _____

I have the following complaint about classroom accessibility/accommodations or campus accessibility/accommodations at South Suburban College (attach all supporting statements and documentation):

List the name(s), department(s) or titles(s) of all other persons with whom you have discussed this matter and state the date(s) of the discussion(s) or communication(s).

1. _____
2. _____
3. _____
4. _____
5. _____

Describe the accommodation and/or resolution you are seeking.

I certify the aforementioned is true and correct.

Student Signature: _____ Date: _____

All complaints must be submitted to the ADA Coordinator via email or in person.

For Office Use:

Received by: _____

Signature: _____ Date: _____

ADA Grievance Procedure Flow Chart

