



## Academic Accommodation Policies and Procedures

The purpose of this form is to identify the policies of the Student Access Center (SAC) and the uniform procedures observed when providing students with accessibility services at Spelman College. Faculty, staff, and students are encouraged to contact our office with additional questions or concerns regarding this document.

### TIMELINES FOR ACCOMMODATION-RELATED REQUESTS

SAC receives accommodation requests throughout the year from Spelman students. Due to the high volume of requests, we may be unable to provide “next day” or “same day” meetings with students.

Accommodation requests may require obtaining documentation, consultation, and approvals from other departments or external sources. All documentation will be reviewed, and requests for additional or supplemental documentation will be made at the determination of the Access Specialist. Students will be notified via phone call, Spelman email, or in person once all required documentation has been received. All forms can be found on the Student Access Center web page (<https://www.spelman.edu/student-life/health-and-wellness/student-access-center/overview>).

### STUDENTS NEW TO SAC

*TO INITIATE SERVICES, ALL NEW STUDENTS* not registered with SAC must submit a Student Registration Form completed by the student, and a Verification Form completed by their health care provider(s).

New students requesting academic accommodations must participate in an intake appointment to determine appropriate reasonable accommodations. During the intake appointment, students will be able to discuss current and past barriers as well as learn about services offered by SAC. At the end of the appointment, if academic accommodations are deemed appropriate, the Access Specialist will initiate the process for generating an Accommodation Letter.

### RETURNING SAC STUDENTS

*TO INITIATE SERVICES, ALL RETURNING STUDENTS* previously registered with SAC must complete a Registration Renewal Application and Release of Information for services at the start of each academic year.

In addition to the Registration Renewal Application and Release of Information, returning students seeking a review and possible adjustment of previously approved accommodations should complete and submit the Accommodation Review Form. Students must also schedule an appointment with an Access Specialist to discuss accommodation adjustments. Additional documentation may be required to support revised accommodations.

## EFFECTIVE DATE OF ACCOMMODATIONS

Students must register with SAC before any reasonable accommodation(s) can be determined.

Students will be provided with written confirmation of approved accommodations in the form of an Accommodation Letter *each semester*. Students are responsible for notifying the instructor of each course for which they are registered of the approved accommodations in a timely manner. Students and instructors are responsible for discussing how the accommodation will be implemented in each course. It is important to note that accommodations are not retroactive and will not change grades or assignments prior to approval date (refer to “Begin Date” on Accommodation Letter) and/or discussion of implementation with instructor.

## ACCOMMODATION LETTER

The provision of accommodations is a shared responsibility with faculty, the student, and the Student Access Center. Therefore, it is vitally important that students meet personally with professors as early in the semester as possible. When meeting with faculty, the student should discuss accommodations. This will help to ensure that accommodations are instituted in a timely manner, and in a manner that will serve both the student and the fundamental nature of the course. NOTE: Faculty are not obligated to provide accommodations until student has met with their instructor to discuss the Accommodation Letter.

Students requesting interpreters, alternative text formats, special seating, use of equipment/technology, relocation of classrooms and other accommodations must request these services at least 6 weeks preceding the first day of class. Failure to request services in advance may result in a delay of services.

SAC Staff are available by appointment to discuss accommodations, academic difficulties, or other access concerns.

## EXAM PROCTORING IN THE STUDENT ACCESS CENTER

Proctoring services provided by the Student Access Center is only available for currently registered students whose accommodations include testing in a distraction-reduced environment. SAC does not provide proctoring services for students who reschedule exams for the sole purpose of traveling, vacations, social/organizational events and interviews, etc. We encourage all students to first attempt to coordinate testing times and locations with their professor, and utilize our services as needed. It is the student’s responsibility to complete and return an “Exam Administration Request Form” to our center at least 5 business days before any exam or quiz and 10 business days before a final exam to allow proper coordination from all parties for proctoring in Student Access Center.

SAC can only provide proctoring services when staff are available, and within our normal business hours, which may mean that an exam cannot be given on the same day or time as it is taken by the rest of the class. We cannot proctor exams in foreign language courses if any exam component requires that a proctor read in the language being tested. However, SAC will consult with the instructor to determine a reasonable accommodation. Similarly, any exams with an experiential element (e.g., labs), may require additional consultation with the instructor to determine a reasonable accommodation for the student that does not fundamentally alter the nature of the course.

Students are also required to adhere to the Spelman College Academic Integrity Policy. Failure to do so may result in referral to the Academic Dean.

## GRIEVANCE PROCEDURE

SAC is committed to creating equal opportunities for students with disabilities to learn and participate.

If you are having difficulty with a person, office, or department at Spelman College and believe you have or may be experiencing mistreatment or discrimination on the basis of your disability, we encourage you to first try to resolve issue with faculty and/or staff directly. You may contact SAC for assistance in resolving issues related to academic accommodations.

When making a complaint, be specific. It can be helpful to document the incident(s), and the action(s) taken, including dates, times, names and a statement explaining the interactions. State what individual(s)/office(s) you believe has discriminated against you, when the incident occurred, and describe the incident.

Grievances should be reported in writing to this office as soon as the student believes they have been discriminated against.

## ACKNOWLEDGEMENT OF UNDERSTANDING

**By initialing beside each statement and signing below, I \_\_\_\_\_  
(Student), acknowledge the following:**

\_\_\_\_\_ I understand accommodations are not retroactive.

\_\_\_\_\_ I understand I should make an appointment with professors to discuss accommodations letters in whose class accommodations are needed.

\_\_\_\_\_ I understand faculty are not obligated to provide accommodations until I meet with them to discuss my Accommodation Letter.

\_\_\_\_\_ I understand ALL documentation MUST be received to provide services.

\_\_\_\_\_ I understand additional documentation and review may be required to support accommodation revisions.

\_\_\_\_\_ I understand requesting interpreters, alternative text formats, special seating, use of equipment/technology, relocation classrooms and other accommodations requiring arrangement must be requested at least 6 weeks preceding the first day of class to avoid delay.

\_\_\_\_\_ I understand access to electronic book service requires proof of hard copy purchase of textbook and providing the Student Access Center the original purchase receipt of textbook to protect copyright laws.

\_\_\_\_\_ I understand that SAC's ability to provide reasonable accommodations is contingent upon my adherence to these policies and procedures.

\_\_\_\_\_ I understand if I duplicate the Accommodation Letter and provide this letter to another student for use, I will be in violation of the Spelman College Academic Integrity Policy.

\_\_\_\_\_ I understand failure to adhere to the Academic Integrity Policy may result in referral to the Academic Dean for review.

\_\_\_\_\_ I received an opportunity to ask questions for clarification.

\_\_\_\_\_ I have read and understood the policies and procedures explained in this document.

**Print Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature:** \_\_\_\_\_