



## STUDENT CONSUMER INFORMATION GUIDE 2009-2010

In accordance with federal regulations set forth by the Higher Education Act of 1965, Spelman provides to enrolled students this notice which contains a list of consumer information and the procedures for obtaining this consumer information.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. No one outside the institution shall have access to students' education records nor will the institution disclose any information from those records without the written consent of student. There are exceptions, such as allowing certain personnel within the institution with legitimate educational interest to view the records, or releasing in an emergency in order to protect the health or safety of students or other persons. More information about FERPA can be found at <http://www.spelman.edu/students/current/registration/ferpa.shtml>.

### **VOTER REGISTRATION**

Detailed voter information is located at the Secretary of State web site [www.sos.georgia.gov/Elections](http://www.sos.georgia.gov/Elections). Nonresident students may find voter information about their specific states through the U.S. Election Assistance Commission at [www.eac.gov](http://www.eac.gov).

### **FINANCIAL AID**

Spelman College's main sources for financial aid are (1) grants, (2) federal loans, (3) part-time employment, and (4) scholarships. Scholarships and grants are portions of the financial aid award that do not have to be repaid, and are made possible by special gifts and income from the College, various state programs, and the federal government. Any student who wishes to receive financial aid from any of the programs administered by the College must complete the Free Application for Federal Student Aid (FAFSA), and supplemental information are required

for some scholarship programs. SC adheres to the terms of the Higher Education Act of 1965 (as amended by Congress) that require institutions of higher education to establish minimum standards of "Satisfactory Progress" for students receiving financial aid. A student's eligibility to receive financial aid from federal or state sources is verified upon the initial award. Subsequently, her grades and percentage of completion are evaluated by the Office of Undergraduate Studies (OUS) at the end of the spring semester to make sure that she has met the Spelman definition of satisfactory progress outlined here: A student has progressed satisfactorily if she has a cumulative grade point average (GPA) at or above the minimum cumulative GPA and she completes the required number of credit hours for the academic year. If she fails either or both of these she may lose her financial aid, however there is a process in OUS whereby the student can appeal any loss of aid decision.

Spelman subscribes to the principle that the amount of financial aid granted to a student should be based on demonstrated need, which is the difference between the student's cost of attending the College and the family's ability to pay. FAFSA uses financial aid data to determine eligibility. Upon receipt of the financial information from the Department of Education, the Spelman College Office of Student Financial Services estimates the student's need by subtracting the amount of the family's contribution from the total estimated educational expenses of the student, including indirect expenses such as books, personal expenses, and transportation.

If a refund is due a student under Spelman College's institutional refund policy and the student has

received financial aid under any Title IV student financial aid program other than the Federal College Work-Study Program, a portion of the refund will be returned to the Title IV student assistance programs using the following formula:

- Total amount of Title IV aid less FWS earnings
- Total amount of aid less FWS earnings

The resulting percentage will be applied to the refund based upon refund policy.

After the total dollar amount has been determined, each Title IV program will be credited with its proportionate share, according to the dollar amount each program contributes toward the student's aid. The same formula will be used to return to the student's lender any portion of a refund from a loan made under the FFELP or FPLUS for undergraduate students by substituting total FFELP or FPLUS for total amount of Title IV aid less FCWS earnings. Information can be found on SC's website at <http://www.spelman.edu/academics/catalog/catalog2007/financialaidandscholarships.html>.

### **REFUNDS/ADJUSTMENTS POLICY**

A student who withdraws or takes a leave of absence from the College within the first 60% of the semester will receive an adjustment to her student account. A percentage that represents the amount of time remaining in the semester, the total institutional charges assessed the student and the Title IV financial aid applied to the student's account is calculated. (The complete refund policy can be located on the Spelman College website [www.spelman.edu/academics/catalog](http://www.spelman.edu/academics/catalog).) For additional information, contact Student Accounts Office, Packard Hall, 350 Spelman Lane, SW, Atlanta, GA 30314; phone 404-270-5161.

### **INFORMATION ABOUT THE INSTITUTION**

Descriptions of academic programs, degree offerings, instructional facilities and labs and instructional personnel are available at: <http://www.spelman.edu/academics/catalog/catalog2007/academicpoliciesandprocedures.html#academic>.

As an educational institution, Spelman College is accredited by the Southern Association of Colleges

and Schools (SACS). We are also accredited at the state and national levels for our education unit and programs. The accrediting bodies are the Georgia Professional Standards Commission (GPSC) and the National Council for Accreditation of Teacher Education (NCATE). Information about these accreditations is located at <http://www.spelman.edu/administration/office/budget/ags.shtml>.

Information regarding requirements for admission to an academic program, the transfer student application process and the criteria SC uses regarding transfer credits earned at another institution is available in the Admissions Office, Packard Hall, 350 Spelman Lane SW, Atlanta, GA 30314; phone (404) 270-5193 or at <http://www.spelman.edu/academics/catalog/catalog2007/admission.html#criteria>.

### **SERVICES AND FACILITIES FOR STUDENTS WITH DISABILITIES**

The Disability Services Office coordinates and provides various academic and support services to students with disabilities as defined by the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Information is available at Rooms 104-6, MacVicar Hall, 350 Spelman Lane SW, Atlanta, GA 30314; phone (404) 270-5289; or at [www.spelman.edu/students/current/services/disabilities](http://www.spelman.edu/students/current/services/disabilities).

### **STUDY ABROAD**

Students regularly enrolled in a University degree program who enroll in a SC Study Abroad program and have completed the College's "Study Abroad Credit Approval Form" may receive financial aid if they are otherwise eligible. There are special Study Abroad Scholarships available and students with Pell Grants can apply for Benjamin Gilman Study Abroad Scholarships ([www.iie.org/Gilman](http://www.iie.org/Gilman)). Contact the following offices for more information about eligible study abroad programs: Study Abroad Office and Scholarships Office of Financial Aid. For more information see [www.spelman.edu/academics/offcampus/international/finances](http://www.spelman.edu/academics/offcampus/international/finances).

### **RETENTION RATES**

Retention rates of certificate or degree-seeking first-time full-time undergraduate students are located in the SC Fact Book published by the Office of Institutional Research, Assessment and Planning,, Milligan Bldg., 350 Spelman Lane SW, Atlanta, GA 30314; phone (404) 270-5675; or at <http://oirap.spelman.edu/>.

### **GRADUATION RATES**

Retention and graduation rates for first-time full-time freshman cohorts from 1998-2007 are available in the SC Fact Book published by the Office of the Office of Institutional Research, Assessment and Planning, Milligan Bldg., 350 Spelman Lane SW, Atlanta, GA 30314; phone (404) 270-5675; or at <http://oirap.spelman.edu/>.

### **PLACEMENT INFORMATION**

Information on placement of the types of employment obtained by graduates of SC's degree programs is located in the *SC 6-Month Survey report*. This report also includes information on the graduate and professional schools graduates are attending. For more information, contact Career Planning and Development, 350 Spelman Lane SW, Box 10, Atlanta, GA 30314; phone (404) 270-5273; or at <http://www.spelman.edu/students/current/services/career/>.

### **VACCINATIONS**

Immunization requirements for students entering SC can be found listed under the heading Immunization on the SC website at <http://www.spelman.edu/students/current/services/health/index.shtml> . A copy of the Pre-Health Entrance Booklet may be printed from <http://www.spelman.edu/students/current/services/health/prospective.shtml> . It must be completed, signed by the student's doctor and returned to the Health Center before registering for classes. More information is available at the website listed above or by contacting the Health Center, McVicar Hall, 350 Spelman Lane SW, Atlanta, GA 30314; phone (404) 270-5245.

### **INSTITUTIONAL DRUG AND ALCOHOL POLICY**

Spelman College Policy on Alcohol and Other Drugs is published annually in the Community Standards

and Code of Conduct section of the Student Handbook. Spelman's student conduct regulations prohibit the unlawful use, possession, sale, delivery, manufacturing, consumption or distribution of alcoholic beverages or illegal drugs by students and student organizations. Other alcohol-related and drug-related misconduct is also prohibited. Sanctions are detailed for students who violate this policy. A copy may be found through the Student Handbook at

[http://www.spelman.edu/students/current/pdf/Student\\_Handbook\\_2009-2010.pdf](http://www.spelman.edu/students/current/pdf/Student_Handbook_2009-2010.pdf).

### **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

Effective communication is one of the major challenges in emergency management. SC has a comprehensive emergency notification system including outdoor sirens, local radio alerts, phone trees, and email. Details about these methods of communication are available through the Department of Public Safety 350 Spelman Lane SW, Atlanta, GA 30314; phone (404) 525-6401; or at <http://www.spelman.edu/administration/business/plant/pdf/emergency.pdf> .

### **CAMPUS SAFETY AND CRIME**

The primary concern of the SC's Department of Public Safety is the safety and security of all members of the campus community. In compliance with U.S. Department of Education Rules and Regulations CFR 34, Part 668.46 which is commonly referred to as the Jeanne Clery Act. Other important information is available for current campus policies concerning security of and access to campus facilities, programs offered to inform students and employees about crime prevention, the reporting of crimes, sexual assault, and other matters. Their website contains complete on campus crime statistics as well as the number of reports of alcohol, drug and weapons violations referred to the SC Student Judiciary during the three or four calendar years covered in the annual report. Paper copies of this report are available upon request from the Spelman College Department of Public Safety, 350 Spelman Lane., SW, Atlanta , GA 30314 , (404)525-6401, or at [www.spelman.edu/students/current/services/safety/clery/index.shtml](http://www.spelman.edu/students/current/services/safety/clery/index.shtml).

## **SCHOLARSHIP SCAMS**

The Federal Trade Commission (FTC) website contains important information for students and parents about scholarship scams. The FTC cautions the use of scholarship service agencies that say:

- “The scholarship is guaranteed or your money back.”
- “You can’t get this information anywhere else.”
- “I just need your credit card number or bank account number to hold this scholarship.”
- “We’ll do all the work.”
- “The scholarship will cost some money.”
- You’ve been selected by a ‘national foundation’ to receive a scholarship” or “You’re a finalist” in a contest you never entered.

If you believe you have been a victim of scholarship fraud, wish to file a complaint, or want more information, call 1(877)382-4357 or see [www.ftc.gov/scholarshipscams](http://www.ftc.gov/scholarshipscams).

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*Spelman College STUDENT CONSUMER INFORMATION GUIDE is produced by the **Office of Student Financial Services**.*

Packard Hall  
350 Spelman Lane SW  
Atlanta, GA 30314  
Phone: (404) 270-5212  
Fax: (404) 270-5220