

Accessibility in Spelman College Residence Halls

Students with a disability or health concern who require specific arrangements may request a reasonable accommodation in Spelman College residence halls.

A student must complete the **Student Access Center Application** and have a healthcare provider complete the **Verification Form**. These forms may be retrieved online at <http://www.spelman.edu/student-life/health-and-wellness/student-access-center/overview>. The Verification Form must be completed by a healthcare provider who is familiar with the student. Family members of the student who are medical practitioners may NOT complete this paperwork.

All forms should be returned to the **Student Access Center** located in MacVicar Hall.

Requests are considered by the *Committee on Housing & Accessibility, which is comprised of staff from the Student Access Center, Housing and Residence Life, and Student Health Services*. The Committee evaluates, among other things, the student's disability status, the necessity of the requested accommodations, potential alternative accommodations, and what, if any, housing accommodations would be appropriate for the student.

The Committee on Housing & Accessibility meets as needed to review completed requests. Decisions about housing accommodation will be communicated to the students by the Office of Housing and Residence Life or the Student Access Center. Appeal of decisions rendered by the Committee on Housing & Accessibility may be submitted to the Vice President of Student Affairs.

Some requests submitted do not require accommodation under the Americans with Disabilities Act (ADA) and although important for an individual student's comfort, may not be accommodated.

General accommodations considered are:

1. Accessible building (no stairs, elevator building, and accessible common areas)
2. Partially accessible building (elevator building or ground floor unit with no steps at entrance)
3. Strobe Alarm/Doorbell
4. Private Room
5. Service or Emotional Support Animal
6. Semi-Private Bathroom
7. Wheelchair Accessible Room
8. Climate Controlled Building*
9. Refrigerator**

*All students residing in Spelman College residence halls are either assigned to housing with some level of climate control or are permitted to bring fans to buildings without air conditioning. Request for climate control will be considered only for those students with serious, chronic conditions that are exacerbated by heat and humidity. **Allergies are not a condition requiring accommodation under ADA.**

Common area refrigerators are present in all residence halls for non-medicinal use by all residents. Personal refrigerators are only approved if **PRESCRIBED medication requires refrigeration.

Important Information about the Housing Assignment Process

Every student must meet all eligibility guidelines communicated by the Office of Housing and Residence Life to be assigned to a room on campus. Approval for a housing accommodation does not supersede this expectation. Students approved for a particular accommodation are NOT guaranteed housing nor given priority in the housing selection lottery and/or housing placement processes.

A currently enrolled or continuing Spelman student must have a completed housing application and a clear account balance to be assigned to a room on campus or to participate in the housing selection lottery.

An incoming new or transfer student must have a completed housing application, accepted the offer of admission to Spelman and submitted all required medical information to be assigned.

Housing accommodations are subject to availability and are based on a "first come first serve" basis. If a student is approved for a housing accommodation, she will be given the options that are available at that time.

If the Office of Housing and Residence Life is unable to meet the student's accommodation at the time a request for accommodation is approved, the student will be placed on a pending list. If, at a later time, an acceptable space becomes available, the student will be contacted via her Spelman email and offered the space. She will have a specifically communicated deadline to accept or decline a room change to the new space.

Questions about the status of a housing accommodation request and room assignments should be directed to the Office of Housing and Residence Life at 404.270.5343 or housing@spelman.edu.