Academic Accommodations Policy

Galvanize is committed to providing students with disabilities equal access and participation in our programs as specified under applicable federal law. The process for granting accommodations to students with disabilities is managed by the Galvanize Accommodations Team (accommodations@galvanize.com).

- It is the responsibility of the student to notify Galvanize of any accommodation needs in a timely manner.
- Accommodations are granted on a go forward basis and cannot be approved retroactively.
- If you have a disability but are not sure if you will need accommodations, we recommend you submit a request to ensure that any reasonable accommodations are in place and available to you should you need it.
- Students are welcome to request a meeting with a member of the Accommodations Team to discuss accommodations needs.

Students requesting disability accommodations engage in a collaborative process with staff that includes disclosing the disability(ies) and providing appropriate documentation when necessary. We will make every effort to keep disability and accommodation information private, and will only share with other staff members who have a legitimate educational need to know.

What constitutes a disability?

Consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), a disability is any physical, learning, medical, emotional, or mental health condition that limits a "major life activity" such as walking, hearing, seeing, speaking, breathing, or learning. We understand that disabilities can be visible or non-visible.

What constitutes an academic accommodation?

Academic accommodations are reasonable modifications or services, as determined by the Galvanize Accommodations Team, that provide a student with a disability an equal opportunity to benefit from the educational program. Accommodations can be in the form of adjustments or modifications, which may include extended time for test taking; substitution of specific course requirements; modification of test taking or performance evaluations so as not to discriminate against a person's sensory, speaking or motor impairments, unless that is what is being tested. Accommodations can also take the shape of auxiliary aids and services, which may include large print, electronic formats of print materials, or authorization for the use of adaptive equipment.
Galvanize does not provide accommodations that would “fundamentally alter” the educational program or academic requirements that are essential to a program of study. A “fundamental alteration” is a modification that is so significant that it alters the essential nature of the goods, services, facilities, privileges, advantages, or accommodations offered.

How do I request an academic accommodation?

Step 1: Submit a Request for Accommodations

We ask that you first submit a request via accommodations@galvanize.com to provide information regarding your accommodation needs. This information will be reviewed by the Accommodations Team so that we are aware of your basic needs prior to moving forward with the review process. This email should include the following information, as much as is available:

- Your full name and program information
  - Cohort/campus and program information if you have already been accepted or are currently enrolled, OR your stage of enrollment, i.e. CCAT, Prep, TAA, Precourse*
- Your diagnosed disability
- The specific accommodation(s) you are requesting
- A description of how your disability will impact your ability to successfully complete program requirements, including assessments
- Whether the requested accommodation is temporary, or will be needed for the length of your program (only if you have already been accepted to or are currently enrolled in a Galvanize program)
- A description of any equipment, auxiliary aids, or assistive technology that you use or have previously used, if any
- A description of any previous accommodations granted at the high school or college level, if any
- Documentation: You may submit supplemental documentation at this time, though it is not necessary to complete the request at this stage. If after review, it is determined that additional information is needed, you may need to submit specified documentation to move forward. If you have documentation readily available, it may help to expedite the process to provide it with the initial request email. Below are the recommended guidelines for documentation:
Typically, documentation will be (a) current (within five years) and (b) include information about specific limitations and the adjustments recommended by your care provider to appropriately accommodate them. In addition to documentation from your care-provider regarding limitations and recommended adjustments, any further written information regarding previously approved academic accommodations would be helpful for us in evaluating your request.

If you have any questions about submitting your request, you can email accommodations@galvanize.com with questions or to ask for a meeting with a team member.

Step 2: Request Review

Once we receive your request, our team will confirm receipt and work with you to determine the next steps towards reviewing and approving your request. We understand that every person is different, and that there is no one-size-fits-all solution for anyone. We may contact you to schedule a meeting, to provide additional information, or to submit supporting documentation. In order to ensure we work through the process in a timely manner, we ask that you promptly respond to any requests. The Accommodations Team may also consult with your campus team or other Galvanize staff involved in administering programs in order to determine if your request can be reasonably accommodated within the program and to ensure that we are exploring all possible and appropriate program accommodations.

Step 3: Notification

After the review is complete, you will receive written notification. If approved, the letter will outline the accommodations granted. The Accommodations Team will also provide this approval to your Program Lead or other appropriate Galvanize staff to ensure they are aware of and provide your approved accommodation. It is your responsibility to communicate with the Accommodations Team if your accommodation needs change. Any requests for adjustments will need to go through the formal request process prior to granting accommodations outside of those listed on the approval notification.

*Please note that if you request accommodations for a specific stage of pre-enrollment, you will need to submit another accommodations request 2-3 weeks prior to the next stage at which you will need any accommodations. For example, if you are granted extended time on the TAA but also require extended time on assessments during the immersive, you will need to submit a new accommodations request to the Accommodations Team prior to your immersive start date.

For additional questions, please reach out to us at accommodations@galvanize.com.