



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 submitting required information and documentation. 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?

Please note that once the Accommodations Team receives a complete accommodation request, the review process may take several days depending on the complexity of your request. We recommend you submit your request at least 2 weeks in advance of when you anticipate needing an accommodation in place.

Step 1: Submit a Request for Accommodations

Submit a request by submitting a completed [Academic Accommodations Request Form](#).

The form will require you to provide the information listed below. Only requests submitted using the Academic Accommodations Request Form will be reviewed. Requests submitted via email or other channels are considered incomplete and cannot be reviewed until the completed form is received.

- Your full name and program information
 - Cohort 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 none, indicate none for this item)
- A description of any previous accommodations granted at the high school or college level (if none, indicate none for this item)
- **Documentation:** Supporting documentation is required in order for your request to be considered complete. Students with readily observable disabilities may not be required to submit documentation. Disabilities that can only be diagnosed through testing (e.g. learning disabilities) require documentation.
 - Documentation must be from a medical professional and should at minimum include the information listed below. Documentation that does not include the below information will be reviewed on a case-by-case basis to determine if sufficient information is available to appropriately evaluate the request and determine accommodations.



- Identification of diagnosed disability
- Description of functional limitations as a result of the disability
- Recommendations regarding accommodations that will assist with functional limitations of the disability(ies)

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 review to determine if the request is complete. If the request is incomplete, we will email you to request additional information. **Requests will not be reviewed until all required information and documentation is received.**

Once the request is determined complete, we will confirm and work with you to determine the next steps towards reviewing 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, or ask questions to better understand your request. 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 program 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 Cohort Lead, Program Lead, and/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.