



## **Disability Access Office**

**Foley Center Library Room 208**

***“We have no hope of solving our problems without harnessing the diversity, the energy and the creativity of all our people.”***

*- Roger Wilkins*



### **Dates and Deadlines**

The Disability Access office accepts accommodation requests at any time during the year. However, the assignment of some accommodations will impact other University departments, such as Housing.

If you are a sophomore or a junior, please contact us no later than **November 1** of the current year for Housing accommodation.

If you are a current freshman or a transfer to Gonzaga, Housing accommodation requests should come to us by **December 15** of the current year. If you are an incoming freshman, we should receive your Housing accommodation request by **May 15**.

### **Examples of Accommodation:**

#### **Alternative Testing**

The Disability Access office encourages students and instructors to work together to meet testing accommodation needs. If the correct environment is not available or the accommodation is too complicated for the instructor to proctor, the student may take their exams with accommodations in the Academic Testing Center.

#### **Textbooks in Alternative Formats**

Some students need to listen to their books or enlarge the font in order to read effectively. Gonzaga uses an innovative approach to obtain textbooks in electronic formats. This allows students to use computer programs to listen to their books or adjust the font to allow for easier viewing.



# **DISABILITY ACCESS**

An office of the

**Center for Student Academic Success**

### **Gonzaga University Policy**

Gonzaga University seeks to provide equal access for persons with disabilities to include students, employees and the public, to all educational programs, employment, activities, events and services which it operates, consistent with applicable Federal and state laws and Gonzaga policies.

Reasonable accommodations, academic adjustments, and public access will be provided to persons with disabilities to ensure they are provided an equal opportunity to participate in or benefit from any Gonzaga program, activity, event, or service.



## What We Do

We are dedicated to facilitating and co-creating a welcoming and equal opportunity environment for persons with disabilities. We recognize the unique and intrinsic value of each person and are committed to serving all in an atmosphere of equality. To that end, we arrange accommodations and provide resources that allow students with disabilities to access University programs, services, activities and facilities.

A **disability** is defined as “a physical or mental impairment that substantially limits one or more major life activities” and it may be temporary or permanent. Major life activities include (but are not limited to):

- Learning
- Reading/Writing/Computing
- Focusing/Thinking
- Communicating
- Sleeping
- Breathing
- Eating/Digestion

## Accommodations

All disability accommodations are determined on an individual basis. The Disability Access office determines appropriate accommodations by reviewing documentation, considering the environment, interviewing the student and deciding if the requested accommodation is reasonable. Some examples of accommodations are listed below; this list is not exhaustive.

### **Classroom Accommodations**

- Note takers
- Sign Language interpreters
- Modified furniture
- Classroom relocation

### **Alternative Media**

- Textbooks in alternative formats
- Brailled materials or large print resources

### **Assistive Technology**

- Training in text-to-speech and speech-to-text programs
- Captioning
- Sound amplification systems
- Screen magnification systems

### **Alternative Testing**

- Extended time
- Distraction reduced testing environment
- Use of computer for essays

### **Student Life**

- Housing accommodations
- Meal plan adjustments

### **Course and Policy Accommodations**

- Attendance policy accommodations
- Priority registration

## Our Process

Students requesting accommodation will submit an Accommodation Request Form to the Disability Access (DA) office. This form is available on the Disability Access website as below, under the **Student** link.

In addition to the Accommodation Request Form, students will need to provide the DA office with medical documentation of a diagnosed condition/disability. The Accommodation Request Form provides further information on criteria this documentation should address.

If a student is unsure whether they have a medical condition that qualifies them for disability accommodations, Disability Access staff are available for consultation.

## Contact Us

### **Disability Access**

502 E. Boone Ave.  
Spokane, WA 99258-0019

509-313-4134 (Phone)  
509-313-5523 (FAX)  
disability@gonzaga.edu

Visit us on the web:

**[www.gonzaga/disabilityaccess](http://www.gonzaga/disabilityaccess)**

**or find us in the Foley Center  
Library, room 208.**