STUDENT DISABILITY & ACCESSIBILITY
CONVENOR MANUAL

Information on the Student Disability and Accessibility Service

Contents

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Relevant Griffith website pages and links:
- Accessibility and inclusion (general Staff information):
  https://www.griffith.edu.au/accessibility
- Student Disability and Accessibility service (general student information):
  https://www.griffith.edu.au/student-support/student-equity-outreach/disability
- Universal Design for Learning:
  - General Resource:
  https://app.secure.griffith.edu.au/exlnt/entry/8388/view
  - Top 10 Tips for Universal Design for Learning
  https://griffitheduau.sharepoint.com/sites/LTSupportResources/SitePages/Top-10-Tips-for-Universal-Design-for-Learning.aspx
  - Captions and transcripts for lectures, tutorial, videos and podcasts
  https://griffitheduau.sharepoint.com/sites/LTSupportResources/SitePages/Captions-and-transcripts.aspx
  - Top 5 things to check on your course site
  https://griffitheduau.sharepoint.com/sites/LTSupportResources/SitePages/Top-5-things-to-check-on-your-course-site.aspx
  - Accessibility features in Microsoft Office applications
  https://griffitheduau.sharepoint.com/sites/LTSupportResources/SitePages/Accessibility-features-in-Microsoft-Office-applications.aspx
  - Inclusion, disability, and accessibility
  https://griffitheduau.sharepoint.com/sites/LTSupportResources/SitePages/Inclusion,-disability,-and-accessibility.aspx
- Faculty centre:
  https://griffitheduau.sharepoint.com/sites/fcr
- Policy and Procedures:
  - Assessment Procedure for Staff
  https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Assessment%20Procedure%20for%20Staff.pdf
  - Assessment Policy
  https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Assessment%20Policy.pdf
  - COVID-19 Adjustments Procedure_T1-2022
  https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/COVID-19%20Adjustments%20Procedure_T1-2022.pdf
  - Students with Disabilities Policy:
  https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Students%20with%20Disabilities%20Policy.pdf

Background
Student Disability and Accessibility (SDA) supports access, retention and success for students with disabilities, addressing the individual needs of students through a range of strategies and interventions including:
- personalised services to arrange accommodations or reasonable adjustments to assist in coursework, exams and work-integrated learning

- transcription of course materials into accessible formats
- access to assistive technologies and software
- access to the Deaf and hard of hearing Student Support Program
- access to employment support services (USEP)

The Disability Standards for Education 2005 require institutions to take reasonable steps to enable a student with a disability to participate in education on the same basis as a student without a disability.
An adjustment is reasonable if it balances the interests of all parties affected.
Our service supports students to hone their skills in autonomy and autonomous motivation. Our Disability Advisors encourage students to contact their academics independently to relay information where needed. Disability advisors also refer students to Learning Advisors to build academic skills where relevant and provide them with links to Griffith study skills.

Reasonable Adjustments

Relevant Griffith policies and federal legislation require that reasonable adjustments be made for students in order to access and participate in all facets of education. Ideally, if all physical, digital, learning and work environments were universally designed then the need for reasonable adjustments would be removed. However, that is not always possible.

Based on medical documentation, the Disabilities Service will recommend reasonable adjustments to redress the functional implications of a student's disability. Adjustments might include:

- provision of information or course materials in accessible formats e.g., audio version, large print, formats suitable for screen readers
- changes in teaching practices, such as wearing an FM microphone to enable a student to hear lectures through assistive technology or hearing loops
- supply of specialised equipment or services, such as assistive technology or a notetaker
- changes in lecture schedules and arrangements, such as relocating classes to an accessible venue
- changes to course design, such as substituting an assessment task or additional time to complete exams
- modifications to physical environment, such as installing lever taps, building ramps, or lifts
- modifications to computer equipment in the library

If a student approaches a convenor directly about adjustments, they can be referred to Student Disability and Accessibility, and our team will review their supporting documentation and make a recommendation for reasonable adjustments. Convenors should utilise our support for this purpose. While they may be able to make a recommendation as the course convenor, designating the process of recommending reasonable adjustments to Student Disability and Accessibility helps in maintaining fairness to all students, as required by legislation.

Reasonable adjustments to assessment should aim to simultaneously respect the student's learning needs, defend academic integrity, and promote equity and consistency for all. Adjustments are made to ensure that students with disabilities can participate on the same basis as students without disabilities. In more complex cases, discussion with the Student Accessibility and Disability team is useful.

Reasonable adjustments can be put in place at the time when a student registers with SDA. Note that not all students with disabilities will require adjustments, though many who register with us do. SDA will also initiate a Positive Service Indicator (PSI), indicating that the student is registered with SDA.

At this point, students may be sent a Reasonable Adjustments Support Letter by SDA. The letter will be valid for the duration of a trimester and may include support for extensions to assignment submission dates, as well as exam adjustment information. All exam adjustment information is directly entered into the Exams Management System. EXT staff will then advise academic staff of adjustments that need to be applied for In-Trimester school-based exams, as well as End of Trimester exams.

In general, we ask students to liaise with their academics when it comes to their studies and adjustments, as it builds capacity and rapport with their school and convenors. The Student Disability and Accessibility Team will step in to discuss matters when asked by the student or when an Academic challenges a request. SDA will liaise with academic staff for all nonstandard adjustments. Extensions on assessment submission and minimal additional exam time are considered standard adjustments. Academic staff are responsible for academic outcomes and ensuring academic integrity, which is highly respected by all SDA team members. Academics and convenors are encouraged to contact the SDA service to confirm an adjustment, ask questions or to get advice on any concerns, even for student who may not be registered with our service.

Booking Appointments (students)

Students can book an appointment through this link to meet with a Senior Disability Advisor. The appointment can be face-to-face, a video call through Teams or over the phone.

About your Appointment provides students with information on how to book an appointment with Student Disability and Accessibility.

Medical/Supporting Documentation

Students who are registered with SDA must supply suitable supporting medical documentation. If students are uncertain what this means they should contact SDA for an explanation. We do not share this documentation with academic staff – in many cases we do not have to share the diagnosis of a student but will certainly assist academic staff in understanding the functional impacts of a student's disability so they can better support their students.

If students share supporting medical documentation with academic staff, we encourage you to obtain permission to share such documentation with SDA, as we may not have the particular piece of documentation that you have. This will also enable us to ensure that the student's reasonable adjustments are appropriate.

Deaf Student Support Program

Our Deaf Student Support Program has been in place at Griffith since 1985 to provide support for Deaf and hard of hearing students. The Deaf Student Support Program is managed by Dr Riona Tindal (Senior Disability Advisor). Riona will arrange Auslan Interpreters, Captioning and all other reasonable adjustments for students. She will work with convenors in ensuring the inclusion of students (through the provision of captioning on all teaching videos and other universal design measures).

Accessibility Resources Team

The Accessibility Resources Team facilitate captions/automatic transcripts, electronic materials and special print exams based on recommendations from Senior Disability Advisors. They will be in contact with academic staff, assisting to obtain guest/captioner links, links to live online lectures that need to be made accessible for students with disabilities, helping to turn on captions and identify resources that need formatting, including exam papers.

Preparing for Employment

SDA has a number of initiatives that will assist students in their pathways towards employment upon Graduation.

Students are encouraged to touch base with our Careers Service prior to graduation – especially those with disabilities, as securing employment can pose greater challenges for them. The *2015 Graduate Destinations Report* showed graduates with a disability in full-time employment at 56.2% compared with those without a disability at 68.8%. It is helpful to share information on support options available for employment with students.

We also have a University Specialist Employment Partnership (USEP) for our students with disabilities. This is delivered on campus for students. Our Griffith USEP Consultant is Natalie Searson. If students want to make an appointment with Natalie, please email her at disabilityemployment@griffith.edu.au

Peoplesoft Positive Service Indicator

As part of the registration process with SDA, we obtain permission from the students to post a PSI on their PeopleSoft profile. A PSI indicates that the student is registered with our service. This is viewable to staff who have access to PeopleSoft and Faculty Centre such as course convenors, program directors and other academic support staff. Course Convenors can refer to the PSI in Faculty Centre information that has been created on the Student Business Services SharePoint site.*

Note: you may need to request permission to access by clicking on the request through the Faculty Centre link

Universal Design for Learning

Universal Design for Learning is based on the premise that education should be inclusive and accessible to everyone, including students with different backgrounds, learning styles, abilities, and disabilities. While Griffith's Disability staff tries to "bridge the gap" for students with disabilities, Academics can largely limit the need for SDA interventions via individual reasonable adjustments by creating a learning environment that is more equitable and benefits all people.

Planning your course with accessibility in mind helps. Most academics might start with word documents, charts etc before copying items to a learning management system (LMS) – rather than typing directly into a LMS – if so, use inbuilt accessibility guides to test the accessibility of your word document (Review menu button- Check Accessibility). Consider whether you really need to save the document as a PDF (not all screen readers will read PDFs, but many will if saved from a Word document that has been checked for accessibility). There are too many items to list here but Griffith Online/Learning Futures/ Your Educational Designer can assist in tips and hints – or contact us in Student Disability and Accessibility and we will help or direct you towards help.

The links provided in the "Relevant Griffith website pages and links" section direct to the Learning Futures / Griffith Online SharePoint, which provides a range of resources and support to help our learning and

teaching community enhance the design and delivery of our University's courses and programs. There, you can find useful guides, tips and resources for including students with disabilities and Universal Design for Learning that will assist faculty staff in finding achievable ways to make a difference.

Location of Offices

Gold Coast:
Level 1, Student Centre (G33)

Nathan:
Level 1, Sewell (N12)

Mt Gravatt
M09 1.102 (every Second Wednesday)

Logan:
Level 1, Wayne Goss Centre (L03_3.29)

Southbank:
QCA: Room 2.04 and 2.08, Webb Centre (S02)   - Mondays Only

Email Addresses (for all direct student related queries – for staff and student use)

Brisbane campuses (Logan, Mt Gravatt, Nathan, South Bank):	disability-bne@griffith.edu.au
Gold Coast campus:	disability-gc@griffith.edu.au
OUA (Open Universities Australia)/and Online programs:	disability-online@griffith.edu.au
Deaf Student Support Program:	deafstudentsupportprogram@griffith.edu.au
Accessibility Resources Team:	accessibilityteam@griffith.edu.au

Student Disability and Accessibility Staff Contacts

Manager	**Ms Cathy Easte** c.easte@griffith.edu.au Ph: (07) 3735 9282
Deaf Student Support Program	**Dr Riona Tindal** Senior Disability Advisor r.tindal@griffith.edu.au
Logan SDA	**Mrs Sharon Garside** Senior Disability Advisor s.garside@griffith.edu.au Ph: (07) 338 21265
Administration	**Mx Agata Krawczyk** a.krawczyk@griffith.edu.au Ph: (07) 3735 8162

Academic Groups Contacts (General Queries)

Arts Education and Law Group	**Ms Stephanie Burns** Senior Disability Advisor (Mon to Thurs) stephanie.burns@griffith.edu.au Ph: (07) 5678 0958

Griffith Health	**Mrs Sharon Garside** Senior Disability Advisor s.garside@griffith.edu.au Ph: (07) 338 21265
Griffith Sciences	**Ms Julie Rogan** Senior Disability Advisor (Mon to Fri) j.rogan@griffith.edu.au Ph: (07) 5552 7147
Griffith Business School	**Mrs Melissa Wortel** Senior Disability Advisor (Mon to Thurs) m.wortel@griffith.edu.au Ph: (07) 3382 1169