



## ABOUT US

Griffith's Disabilities Service provides free and confidential information and support for students with a disability, injury or health condition that may impact study or participation in university life.

Regardless of whether your disability or medical condition is temporary, permanent, episodic or fluctuating, we can assist you with reasonable adjustments to support you in your studies.

### Planning ahead

Whether you are a future student or currently studying it's useful to plan ahead and notify the Disabilities Service as early as possible about your needs.

If you leave it too late it might not be possible for arrangements to occur in a timely manner.

### Choosing a program and courses

It is important that you understand the essential requirements of your program and courses. This includes assessments like exams and assignments but also work placements, fieldwork and/or laboratory tasks.

You should also consider the professional accreditation requirements for employment in your chosen profession (e.g. teaching registration, professional membership).

Program and course information is available at [griffith.edu.au/study](http://griffith.edu.au/study)

## WHAT IS A REASONABLE ADJUSTMENT?

'Adjustments' are actions that will assist a student with a disability to manage any impacts of their disability on study. The adjustments might be modifications to the physical environment, equipment, teaching practice or materials. Some common reasonable adjustments include:

- alterations to examination conditions
- accessible formats for print material including exams
- access to assistive technology
- access to the peer notetaking network
- auslan interpreters.

In making reasonable adjustments, the University must take into account legislative obligations, the needs of students with a disability, health and safety of all staff and students, and the academic integrity of the courses and programs.

To obtain reasonable adjustments for your disability you will need to make an appointment with a Disabilities Service Officer (DSO).

### Meeting with a Disabilities Service Officer (DSO)

When you meet with a DSO you will have an opportunity to discuss your support requirements.

The DSO will consider any specific recommendations made in your supporting documentation as well as the nature of any essential program/course requirements.

The DSO may need to discuss adjustments with the relevant academic staff or placement officers - with your permission.

## WHAT DOCUMENTATION WILL I NEED TO PROVIDE?

Your documentation should outline the nature of your impairment and/or medical condition and the impact that it may have on you in this learning environment. It is your responsibility to obtain the relevant documentation.

Acceptable documentation will:

- be from an appropriate professional such as a general practitioner, specialist physician, education psychologist, psychiatrist, or other registered health professional. Documentation must not be from a relative or family friend
- indicate the current state of your impairment or medical condition (e.g. documentation from assessments undertaken in the early years of school would be inappropriate)
- describe your impairment and/or medical condition, indicating onset and whether it is temporary, episodic or permanent
- give a concise description of any functional limitations you experience
- include the impact any medication you take might have on you in relation to your studies
- be written or typed on letterhead, dated, signed and legible.

Alternatively, you can complete a Medical Evidence Form for your health practitioner to complete.

Visit [griffith.edu.au/disability](http://griffith.edu.au/disability)

### Confidentiality and Privacy

Because of the sensitive nature of the information provided, staff maintain confidentiality with respect to clients and abide by Griffith's Privacy Plan.

## ADDITIONAL SUPPORT

Griffith takes a holistic approach to the academic and personal wellbeing of students.

We encourage students to access a range of free, professional services to help you make the most of your studies at Griffith University.

- Careers and employment (Student Success Unit)
- Counselling and wellbeing
- Chaplaincy
- Health and medical services
- Welfare and financial services

For more information visit: [griffith.edu.au/student-services](http://griffith.edu.au/student-services)



*We are here for you!*

### CONTACTING THE DISABILITIES SERVICE OFFICERS

To talk to one of our Disabilities Service Officers contact us by phone, email or by booking an appointment online.

#### Brisbane campuses

+61 7 3735 7470

#### Gold Coast campus

+61 7 5552 8734

**Email:** [disability@griffith.edu.au](mailto:disability@griffith.edu.au)

**Website:** [griffith.edu.au/disability](http://griffith.edu.au/disability)

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## DISABILITIES SERVICE

Student Diversity and inclusion



**Student Services**  
aspiration • wellbeing • development