



ACCESSIBILITY PROCESS FOR 2nd Floor/BUILDING 500 CLASSROOMS

When a student, faculty, or staff member reports to Disability Services that a designated classroom is not accessible, the following list of steps will be taken by the Office of Disability Services (ODS) to move the class to an accessible location.

Steps to create an inclusive classroom space:

1. A representative from the ODS will meet with instructor to discuss the following:
 - Determine if alternative accessible room for the specific class is already available
 - Identify classroom resources needed for instruction
 - Locate type of space needed
 - Identify number of students in class to be moved
2. If there is no alternative accessible space in Building 500, the ODS will contact Academic Affairs for alternative class scheduling options.
3. The ODS will ensure student does not miss class instruction while room changes are being facilitated.
4. Once an accessible room is identified, the ODS will coordinate with Academic Affairs, the instructor, and the student to change the room location.

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