

Welcome

Disability Services was established to provide leadership and assistance to Oregon Tech to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities act of 1990. Disability Services strives to provide successful access and services to qualified students with disabilities. We take pride in also providing technical assistance, consultation and resources to students, faculty, staff, campus visitors, and for departments looking to provide improved accessibility for individuals with disabilities. Disability Services is a program within Student Success Services and the Division of Student Affairs at Oregon Tech. We look forward to learning more about and serving you.

Applying for Disability Services

Now that you are a student at Oregon Tech, it is your responsibility to identify yourself to Disability Services as an individual with a disability and to request accommodations. The definition of an individual with a disability is defined by Section 504 of the Rehabilitation Act and/or the ADA Amendments Act 2008. An individual with a disability is someone with a physical or mental impairment that substantially limits a major activity such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, working, thinking reading, concentrating, and communicating; and or the operation of major bodily functions.

Oregon Tech students who are seeking accommodations must register with Disability Services. For more information on the application process, please call or email Disability Services.

Klamath Falls Students - (541) 851-5227 email drew.tessler@oit.edu or stop by the office, which is located in 229 Learning Resource Center

Wilsonville Students – (503) 821-1305 email jamie.goodpaster@oit.edu or stop by the office which is located the Student Services Suite.

You are more than welcome to set up an in-person or phone appointment with the Disability Services coordinator as well. All materials are available in alternative format by request.

1. Complete the Disability Services application for services
2. Send documentation of the condition(s). The information that you provide to the coordinator will help determine your eligibility for services and the appropriate accommodations and/or services. It is helpful if the documentation is current enough to explain how the condition(s) affect you now. Please see the documentation guidelines below.
If you do not have documentation, please contact the Disability Services coordinator. They will ask to meet with you, in-person if possible, to try and explore other ways to demonstrate a connection between your condition between your condition(s) and any academic or program barriers you are encountering or anticipate encountering. If a face-to-face meeting is not possible, other arrangements can be made.

It is helpful if your documentation is current enough to explain how the condition(s) affects you now, especially in light of your anticipated need for assistance to accommodate your disability.

3. Your application and documentation will be reviewed as soon as possible once it is received. You will be notified by email whether additional information is needed and/or if you qualify for services. Once you are notified, it is best to set up an appointment to meet with the Disability Services coordinator as soon as possible.

Klamath Falls students, please call (514) 851-5227 or email drew.tessler@oit.edu to schedule an appointment.

Wilsonville students, please call (503) 821-1305 or email jamie.goodpaster@oit.edu to schedule an appointment .

Determining Disability Status and Accommodations:

The determination of disability status will be made by the coordinator after a thorough review of the documentation provided by you, along with information gained through the intake interview, and additional student records. Intake interviews may be conducted over the phone for students who are not attending the Klamath Falls Campus.

Students must complete the following forms:

- Application
- Documentation of a disability (or provide documentation in an alternate manner)
- Confidentiality Form

Additional forms are required for:

- Texts in alternate format
- Copies of a peer's class notes

Disability Documentation Requirements

In order to provide reasonable and appropriate academic accommodations to those students at the University who have disabilities, Disability Services (DS) requires documentation which shows the current disability and its impact on academic functioning. Therefore, the documentation the student provides to DS must include the following information:

Documentation must be current. The determination of what is current documentation depends on the nature of the disability. However, in most cases documentation should be within the last three years. DS reserves the right to make appropriate modifications to this time frame.

The name, title, and professional credentials of the evaluator including information about license or certification, as well as, area of specialization, employment, and state in which the individual practices. Professionals conducting the evaluation/assessment must be qualified to do so, and it is essential that they have experience working with adolescent/adult populations.

Reports must be on letterhead, typed, dated, and have the original signature of the evaluator. Reports must be written in English or translated into English by a qualified translator.

Reports need to include the names of any standardized tests administered, the scores derived from these tests, and a discussion of the data that clearly indicates the presence of a disability. DS reserves the right to determine which tests are acceptable for diagnosing the disability. Standardized tests must be based on adult norms.

- The report must clearly state the specific diagnosis of the disability. Terms such as “suggest” or “is indicative of” are not acceptable.
- The evaluator must describe the impact of the diagnosed disability on a specific major life function/activity (especially as it relates to academic performance).
- The diagnostic report should include specific recommendations for reasonable academic accommodations and a detailed explanation of the rationale for each recommended accommodation as related to the specific functional limitations.
- If medications are taken, these should be listed as well as their potential side effects.
- If symptoms involve cognitive recall (memory), appropriate testing needs to be conducted. Testing for specific learning disabilities may be appropriate.
- A doctor’s prescription pad note or a school plan such as an Individualized Educational Plan (IEP) or 504 Plan is not sufficient documentation in and of itself but can be included as part of a more comprehensive evaluative report.

It must be understood that evaluation reports themselves do not automatically qualify a student for registration or services with Disability Services. All of the items listed above must clearly show the presence of a disabling condition and clearly justify the need for reasonable accommodations. DS will make the final decision as to whether reasonable and appropriate accommodations are needed and can be provided to the student.

Requesting Services

Making Requests in a Timely Manner:

Advanced planning is needed to ensure the timely provision of appropriate accommodations. A qualified student with a disability may not be excluded from a program due to lack of appropriate services, however all services may not be on hand at all times. Therefore, it is important to allow sufficient time for a program and/or the institution to put accommodations and appropriate auxiliary aid(s) into place. Thus, you should turn in their requests for accommodations within an appropriate time frame, usually one to two weeks prior to the beginning of the next term for which the accommodations are being requested. If a request is submitted after the relevant deadline, DS will make every reasonable effort to accommodate the request but cannot guarantee that an untimely request can be met. Ultimately, requests may result in delay, substitutions, or denial of accommodation.

How to Request Services:

If you are requesting accommodations, you are required to meet with the Coordinator of Disability Services (DS) or the appropriate Academic Specialist to discuss the request. You will need to bring your schedule to this meeting. DS staff will discuss with the student the approved accommodations, the student’s class schedule and the appropriate accommodations for the courses being taken. DS staff will also address any questions or concerns the student may have about discussing approved accommodations with instructors. You are encouraged to share appropriate information regarding your disabilities with instructors to facilitate the development and implementation of the most appropriate accommodations.

Appointments may be scheduled by calling the Student Success Center at 541.851.5179 and indicating that the appointment is regarding Disability Services. You may also call the coordinator directly at 541.851.5227 to schedule appointments. Telephone appointments are available.

Disability Services Accommodations and Services

Disability Services (DS) offers a wide range of services to ensure qualified students with disabilities have an equal opportunity to participate in Oregon Tech's programs and services. In order for the coordinator of Disability Services to determine effective and appropriate accommodations, each student must make communication a priority. Every student understands how their disability affects them and it is important that you feel comfortable discussing these issues with the coordinator. The more the coordinator can understand about you and your disability, the more collaborative the process will be.

Accommodations and services that are offered are listed below.

Test Taking Accommodations

Students who are requesting accommodations are required to meet with the DS coordinator, or the appropriate appointee, to discuss the request. Each student knows how their disability affects them; therefore, it is important that you meet with the DS coordinator to discuss your needs and how they relate to you as a student in the classroom or beyond.

In order to receive accommodations:

- Each student needs to make an appointment to meet with the DS coordinator at the beginning of each term to discuss accommodation needs and how they relate to each course the student is registered for.
 - Accommodation and services are determined per individual student, on a course-by-course basis. This is why students are encouraged to meet with the DS coordinator before the start of or at the beginning of each term. This meeting will allow the DS coordinator and the student to determine the appropriate accommodations for each class.
- Once accommodations have been established, an accommodation letter will be generated for each class where accommodations are needed.
- **If a student has not met with the DS coordinator to discuss accommodations and/or has not returned a signed accommodation letter from the instructor, the student may not receive their accommodations. Please visit with the DS coordinator if you have any questions or concerns.**

Test Accommodation Policies

The goal of test accommodations is to ensure that the student's performance is measured by knowledge and acquisition of course material, and to minimize the impact of the student's disability in the test-taking process. To accomplish this, the Disability Services coordinator makes a recommendation based upon the documented impact of the disability with consideration to the student's self-report. In order to determine eligibility and determine details of your accommodations:

- Make an appointment to meet with the DS coordinator early in the term. It helps to have all of your course syllabi at this appointment to discuss test dates and scheduling your tests.

- Obtain your accommodation letter for each course. Your letters should be available for pick up 24 hours after your meeting with the DS coordinator.
- Have your accommodation letter signed by your instructors and **return it to the Disability Services Office no later than five (5) working days before your first exam or tests will not be scheduled.**

Students are expected to make contact with each instructor to discuss their accommodations and to address any potential concerns. It is best to meet with your instructor during their office hours or set up a time to meet with them individually.

Scheduling Exam Dates and Times

- Disability Services will schedule each student in Register Blast for their exams, if they plan on taking them in the Testing Center. This assists in making sure each student receives their proper accommodations and allows Disability Services to make contact with your instructor, reminding them that you are scheduled for an exam.
- **You will take your exam at the same day and time as the class unless there are circumstances which will prevent you from not receiving your full accommodations. You must have instructor approval if taking your exam at a different time than the scheduled class time.**

Arriving for Exams

- Please arrive at the Testing Center on time. Test takers who arrive late must still finish their exam in the time allotted. If the student is over 10-15 minutes late, instructor permission may be needed to begin the exam late or the student may not be able to take the exam at all.
- If you arrive on time, but there is a delay in seating you, the ending time for your exam will be adjusted accordingly.

These policies are in place to ensure that each student receives the accommodations they need to ensure the integrity of each exam that the student is taking. Please contact your DS coordinator with any questions or concerns regarding accommodation policies.

Alternative Format Services

Students with learning disabilities, visual impairments or other conditions that affect access to print materials may be eligible for books in alternative format. Alternative format includes textbooks and other printed class material in a digital format, in Braille, or in audio and electronic format. Students eligible for alternative format services must provide a copy of their class schedule as soon as they register for each term.

Disability Services will try to obtain books from other sources such as the Access Text Network. Books that are unavailable in alternative format can be created in-house. For those books that need to be produced in-house, Disability Services staff strive to provide media to the students in a timely manner. Course materials can also be produced.

In order for Disability Services to provide your media as needed, the coordinator will contact students regarding information as to which titles are available from what sources. You will need

to respond and let the coordinator know which titles will be needed by filling out the appropriate form. Once it has been determined which titles are needed, you will need to provide the coordinator with a copy of your purchase or rental receipt.

When media are ready, files will be sent via Dropbox. You will be sent a link to your materials so that you may download them to a device of your choice.

Feedback is appreciated regarding the alternative format media that you receive. Please contact your coordinator if you are unsatisfied with the speed or quality of your media. It is important for the coordinator to hear your concerns in order for changes to be made.

Communication Access Services

Any eligible individual who may or may not use American Sign Language as a primary source of communication, may request interpreter services from Disability Services (DS). DS has contracts with local interpreters and interpreter services agencies to provide services at events and in settings such as classes, labs, meetings with faculty or staff, commencement ceremonies, and other Oregon Tech functions.

Any request for interpreting services must be submitted in a timely manner. Within reasonable limits, DS will strive to accommodate your request. The coordinator and consumer will meet to discuss their communication needs for the term and/or that may arise. After an interpreter has been assigned, the coordinator will contact each instructor. The coordinator will let the instructors know about the student enrolled in their class as well as the interpreter(s) that will be attending. Each instructor will be given information on how to work with students who are Deaf/hard of hearing as well as information on how to best work with interpreters. For interpreting assignments outside of the classroom, the coordinator will communicate with the person responsible for the event to plan the logistics.

Students are responsible for contacting the coordinator if they do not plan on attending class or other scheduled events for which services have been arranged. If possible, 24 hour notice is preferred, but it is understandable if that amount of notice cannot be given; this is for timely notification and cancellation of services. If interpreters are not notified in advance of a cancellation, they are paid for the entire class period as well as for mileage and/or travel if not notified before travel occurs. For this reason, failure of a student to show up for three classes without notifying the coordinator may result in suspension of interpreting services. Services may be reinstated once the student has met with the coordinator to review DS policies and procedures for interpreting services. DS also provides sign language interpreters upon request for visiting family and friends attending Oregon Tech sponsored events and activities, and who communicate using sign language. Students wishing to arrange for private interpreting services, for which they are responsible for payment, may utilize the DS office for assistance in contacting qualified interpreters.

For Deaf or hard of hearing individuals interested in transcribing services, please refer to Transcribing Services

Communication Access Services – Transcriber Services

Any eligible individual who may or may not use American Sign Language as a primary source of communication, may request transcribing services from Disability Services (DS). DS has the ability to contract with local transcribers to provide services at events and in settings such as classes, labs, meetings with faculty or staff, commencement ceremonies, and other Oregon Tech functions. Transcribing services for non-academic settings will be discussed on a case-by-case basis.

Any request for transcriber services must be submitted in a timely manner. Within reasonable limits, DS will strive to accommodate your request. The coordinator and consumer will meet to discuss their communication needs for the term and/or that may arise, as well as delivery of edited notes following classes. After a transcriber has been assigned, the coordinator will contact each instructor. The coordinator will let the instructors know about the student enrolled in their class as well as the transcriber(s) that will be attending. Each instructor will be given information on how to work with students who are Deaf/hard of hearing as well as information on how to best work with transcribers. For transcribing assignments outside of the classroom, the coordinator will communicate with the person responsible for the event to plan the logistics.

Students are responsible for contacting the coordinator if they do not plan on attending class or other scheduled events for which services have been arranged. If possible, 24 hour notice is preferred, but it is understandable if that amount of notice cannot be given; this is for timely notification and cancellation of services. If transcribers are not notified in advance of a cancellation, they are paid for the entire class period as well as for mileage and/or travel if not notified before travel occurs. For this reason, failure of a student to show up for three classes without notifying the coordinator may result in suspension of interpreting services. Services may be reinstated once the student has met with the coordinator to review DS policies and procedures for interpreting services.

For Deaf and hard of hearing individuals interested in American Sign Language interpreting services, please refer to Interpreting Services.

Classroom Relocation

Due to the age and design of some buildings on the Klamath Falls campus, portions of the buildings are not accessible to students with mobility impairments. To ensure that classrooms and laboratories on campus are accessible, Disability Services will work with different departments on campus to move classes to more accessible locations.

Students who need to access faculty or departmental offices in these inaccessible areas are encouraged to schedule meetings in more accessible locations.

It is important to meet with our coordinator right away to prevent problems with classroom accessibility. Contact the coordinator once you have registered for classes or be sure to contact the coordinator well before classes begin.

Flexibility with Attendance Policy

This accommodation is given to those students with a disability that affect their ability to attend class. Some examples of disabilities that would qualify for this specific accommodation would be those that are otherwise health impaired, students with major depression, etc. This accommodation is meant to be used only as needed, i.e. sparingly, and only in relation with the documented disability. It is important that each student talk to their faculty member at the beginning of the term to discuss this specific accommodation.

Note Taking Services

Note taking services are available to students who have a hearing impairment, hand-function limitations, a learning disability that affects written expression, or a visual impairment. Other conditions may be eligible so check with your coordinator.

To obtain a student note-taker, Disability Services (DS) will contact students who are enrolled in the class via email or phone call. DS will let the students know that a note taker is being sought after in their class and ask if anyone is interested. (Note: The student's identity is confidential information and is never shared with the student note-taker or any other student in the class.) If they are interested, the student note-taker will meet with the coordinator to discuss the process and this will allow the coordinator to make sure the student takes quality notes. The student note-taker will bring or email notes, within 24 hours, to the SSC main office. A copy of the notes will be made and placed in the student's designated folder.

Another option that is available to students is the Sonocent Audio Notetaker software program. Audio Notetaker allows the student to upload PowerPoint slides or pages in PDF format into the program. The student can then take notes next to the slides/PDF while recording the audio from the lecture. This allows to student to capture the lecture in its entirety and take notes that match up to the audio. It is understood that this format may not work well for all courses at Oregon Tech therefore, a student note-taker will be provided when needed.

Please keep in mind that the best notes are those that you create yourself. Remember, taking notes is a very important part of the learning process. Notes from other students reflect the foundation of knowledge that they have about the subject matter as well as what they feel is important in a lecture. This information may not reflect what you, the student, feel is important or the foundation of knowledge that you have. If you receive notes from a classmate, please be sure to still take your own notes during lecture.

If a note-taker is not available and Audio Notetaker will not work with the format of the class, class notes may be supplemented by an instructor's lecture notes plus a recording of the class lecture. SmartPens are available for student loan and they are a very effective tool that allows students to record lectures and sync the lecture with their notes.

Equipment Loan Opportunities

Disability Services (DS) has a few items that are available for loan. Please see the coordinator for more information and to check out any of the items listed below.

Laptops

There are four laptops available for check out through DS. These laptops run on a Windows operating system and contain Microsoft Office. They are available for check out for a term at a time.

Laptop with Dragon Naturally Speaking

One laptop, which has been loaded with the program Dragon Naturally Speaking, is available for check out. Dragon Naturally Speaking is a voice recognition software program that allows the student to turn their speech directly into text. This program assists students who have mobility impairments and those with a learning disability in written expression. For more information, please visit with the coordinator

iPads

There are five laptops available for check out through DS. These laptops run on a Mac operating system. They are available for check out for a term at a time.

SmartPens

SmartPens record audio while you are taking written notes. This allows you to sync your notes and lecture instantly. SmartPens are available for loan on a term basis.

Digital Recorders

Digital recorders allow you to record and download your lectures/group discussions to a computer. The recorders can be used with either a Windows or Mac computer.

Checking Out Equipment

To check out equipment from Disability Services, please meet with your coordinator to complete the proper paperwork.

Advocacy with Faculty and Staff

Oregon Tech has a very accepting community, especially for students with disabilities. Faculty and other instructors work with each student to make sure their accommodations are being met and that they are available to the student to help answer their questions. Still, students interact with a wide range of people on a daily basis at Oregon Tech and, at times, may need to speak with someone regarding a disability related issue. Disability Services (DS) is here to serve each person with a disability and can help facilitate interactions with faculty and staff. At times students may not feel comfortable approaching others to speak about their accommodations or may need help when problems arise.

DS can act as an intermediary and meet with faculty and staff to let them know you have a disability, with permission, as well as the accommodations that you qualify to receive. DS does not reveal the nature of your disability unless you have given them permission to do so, or unless there is an educational need to know. At times, DS may recommend that you share more information regarding your disability with faculty and staff. This is because it may help your faculty member understand your needs and what you need in the classroom or laboratory to have equal access. However, remember that it is up to you if you would like to share this information.

Extended Time for Assignments and Projects

Students who have chronic conditions or conditions that flare up unexpectedly may need advocacy services in regards to extended time for assignments and/or projects. At times, extended deadlines on specific assignments or project may be a reasonable adjustment to course policies. Disability Services will assist those students that qualify to facilitate these adjustments, when appropriate.

Accommodations are determined on a case-by-case, course-by-course basis for each student. Each student is encouraged to meet with the coordinator every term to set up accommodations on a class-by-class basis. If you anticipate that your condition will flare up or cause difficulties in turning in assignments or projects, you should discuss your concerns with the coordinator at your meeting or as soon as you know you are at risk of missing a deadline in your class.

If a student, with a known or previously unknown disability, requests accommodations last minute before a due date it may not be possible for the coordinator to negotiate an effective accommodation for that particular assignment/project. The coordinator and student will meet to discuss last minute requests and what they will mean in the future. The discussion will also include ideas on how to prevent another last minute request in the future.

Approved Assignment Extension Deadline

If the accommodation for assignment/project extension deadlines is approved, the coordinator and student will meet for an in-depth discussion regarding the class/classes. At this time, you will present your syllabus to your coordinator. You will both review the syllabus in order to become familiar with assignment/project deadlines, course policies on make-ups, etc. You will help your coordinator to develop a study plan that consists of working on the assignments/projects ahead of time to help prevent the need for a deadline extension, but with the understanding that it may still be needed. At the end of the meeting, your coordinator will present you with a letter to take to each faculty member with whom you will need a possible extension.

While it is assumed that all involved will agree to the need for and the length of an extension, there may be occasions when there is a disagreement. At that time, the coordinator will determine whether it is indeed appropriate for an extension to be granted and the length of the extension. If the course instructor(s) disagree, he/she may first appeal to the DS coordinator. If an agreement is not reached, the instructor(s) may appeal to the Vice President of Student Affairs.

If you, the student, disagree with the decision, you may pursue different appeal processes. First, you would consult with the coordinator, then the Director of Student Success Center or Vice President of Student Affairs. You may also file a discrimination complaint with the Oregon Tech Compliance Officer or pursue other opportunities through the Office of Civil Rights.

If you have any questions regarding advocacy with faculty and staff, please ask.

Services to Students with Temporary Impairment

There may be times when a temporary impairment would necessitate the need for accommodations, e.g. broken bones, recovering from surgery, etc. The degree of limitations to major life functions and the duration of the impairment may be such that it requires short-term accommodations such as those used by students with disabilities. Services may include moving the classrooms if the student cannot access them, training the student on assistive technology, possible note-taking and exam accommodations, as well as information regarding access to accessible transportation and temporary disability parking. Please contact the Disability Services coordinator for more information.

Campus Access at Oregon Tech

Accessible Parking

There are accessible parking spaces on campus for those that have a temporary or state disability placard. A general or temporary parking permit will need to be displayed as well. Please contact Campus Safety for more information at 541.885.1117.

Accessible Housing

Students with disabilities who need wheelchair accessible housing or those that will need special equipment, such as a door light or other such equipment, should contact Housing and Residence Life or Disability Services prior to the beginning of the school year. This information is needed as early as possible to ensure that your needs are met when you arrive on campus.

Wheelchair accessible rooms are available in the Residence Hall as well as in the Village apartments. Those with questions should contact Housing and Residence Life at 541.885.1094.

Campus Orientation

For those students who are blind, have low vision, or mobility impairments, learning a new environment can be a challenge. DS will assist the student with locating classes and help determine routes around campus. This can also include a general tour of campus and the accessibility map that shows access features around campus such as ramps, curb cuts, handicap parking, etc. Contact the DS coordinator at 541.851.5227 to make arrangements prior to coming to campus.

Personal Care Attendants

The hiring, supervision of, and payment to personal care attendants are the responsibility of the student needing attendant services. DS will assist students in locating applications for personal care attendances. Those interested in hiring a personal care attendant can publicize the employment opportunity on the Jobs 4 Owls website or other avenues in the community.

Students living in the Residence Hall or in the Village, who have a live-in care attendant, can negotiate a reduced living cost for the attendant with the Housing and Residence Life Office. Live-in attendants who are not students may also be able to purchase a meal plan.

Service and Emotional Support Animals

Oregon Tech is committed to compliance with Section 504 of the Rehabilitation Act of 1973, and with the ADA Amendments Act. Individuals with disabilities shall be permitted to be accompanied by their service animal in all areas of Oregon Tech where members of the public, participants in services, programs or activities, or invitees are allowed to go.

The DS coordinator will determine, on a case-by-case basis, and in accordance with applicable laws and regulations, whether individual requests for emotional support animals are a reasonable accommodation. Please contact DS for the Emotional Support Animal Request form to start the process.

Integrated Student Health Services

The Integrated Student Health Center, located at the main campus in Klamath Falls, provides general medical care for illnesses and accidents, medical referral, counseling and wellness programs.

The medical aspect of our clinic operates very similarly to a primary care office that you might find in the community. They are able to diagnose, treat, and prescribe medication for everyday health issues, and can refer to specialists for more advanced medical issues. Students experiencing a major emergency are encouraged to go directly to Sky Lakes Medical Center (located across the street from campus). Visits are at **NO COST** for students who are registered for 6 or more credits (i.e. who have paid the Student Health Fee) and we offer low cost for medications, laboratory work, and minor procedures.

Medical Care Services

- Acute Illness and Injury Care
- Birth Control
- Chronic Disease Management
- Immunizations
- Laboratory Services
- Men's Health Care
- Minor Surgical Procedures
- Over the Counter Medications
- Physical Exams
- Prescriptions
- Sexual Orientation Issues
- STD's & Confidential HIV Testing
- Wart Treatment
- Women's Health Care

Counseling Services

Counseling services are offered at the Integrated Student Health Center Building in front of the Sustainable Village. Counselors offer personal, educational, and crisis counseling to students. Sessions are private and confidential. All students are eligible for a free assessment session. Depending on a student's presenting concerns and the resources available, ongoing counseling is available free of charge to students enrolled in six or more on-campus credits and who have paid the Student Health Fee. Sometimes students are referred to services off-campus to better address their needs.

Testing Services for a Disability

The Integrated Student Health Center also provides testing for ADD/ADHD, learning disabilities, and will provide documentation for other diagnosed disabilities such as depression, anxiety, bipolar disorder, etc. There is a fee associated with the testing so please contact them for further information.

For any questions or to schedule an appointment, please contact the Integrated Student Health Center at 541.885.1800

Transitioning to College

If you are making the change from your current situation to attending a 4-year, post-secondary institution, it can be quite an adjustment. When you enroll at Oregon Tech, you will find many things are different. In general, you are now responsible for your education. Disability Services will help you plan necessary accommodation for this new environment by matching our services with your specific disability-related needs.

Please note some of the major differences between high-school and college for students with disabilities:

- Students must self-identify to Disability Services and hold primary responsibility for self-advocacy and requesting accommodations *each* term.
- Professors are not required to modify assignments or routinely alter deadlines.
- Grading and test format changes are generally not available. Modifications may be made to how exams are given (i.e. extending test time) and are available when supported by the functional limitations imposed by the condition(s).
- Students are expected to read, save, and consult the course syllabus which outlines expectations, due dates and grading processes.
- Tutoring does not fall under accommodation requirements. Students who need tutoring services can go to Peer Consulting to seek out their services.
- Students generally need to study at least 2-3 hours outside of class for each hour spent in class.
- The Family Educational Right and Privacy Act of 1974 (FERPA) protects the privacy of student records and limits access to only those with a legitimate educational interest. Students must sign a release if they wish to have parental involvement.

You should anticipate:

- Increased workloads at a faster pace.
- Reduced contact with instructors.
- More financial and social pressure.
- Harder work and a better quality required for an A
- Fewer exams with more material covered on each.
- Lengthy reading assignments.
- Increased decision making responsibilities.
- Needing to think independently.

Meet with your coordinator early on to avoid any delays in receiving accommodations. This will help make the transition easier.

Confidentiality Statement

Disability Services is committed to ensuring that all information regarding a student's disability is kept in accordance with state and federal laws.

Students requesting accommodations from Oregon Tech will be requested to sign a Program Services and Confidentiality Agreement acknowledging that they understand that provision of disability services and accommodations may involve sharing/disclosure of disability information provided by the student with appropriate University personnel participating in the accommodation process. It is important for students to understand what their signature means. The following is an explanation of our procedure and practice pertaining to confidentiality and disclosure.

University Obligation

The University has an obligation to confirm that students receiving accommodations have verified disabilities according to state and federal law. We request disability documentation and develop accommodation and service recommendations based on this information. Accommodations and services may not be provided if the student does not provide documentation of a disability does not have a diagnosed disability or does not follow Disability Services and University policies and procedures. Disability documentation is housed in a confidential student file and does not become a part of the students' academic record.

Confidentiality and Privacy

Students have a right to confidentiality. The University recognizes that student records for the purpose of disability documentation, disability determination and accommodation determination are confidential, as per state and federal laws, and are treated as such. However, the students' right to privacy must still be balanced against the University's need to know the information in order to provide requested and recommended services and accommodations.

When students request accommodations, particularly instructional accommodations, the issue arises as to what and how much information the faculty needs and/or has the right to receive. By signing the Confidentiality Agreement, students acknowledge an understanding that, in order for Student Access staff to coordinate, advise or administer requested accommodations, disclosure of disability information to faculty or appropriate administrator/staff may be necessary, and/or required.

Disclosure

First, it is important to understand that no one except the Disability Services staff has automatic access to the student files housed in its office. In Klamath Falls, the DS staff is a part of the Student Success Center (SSC) and works very closely with other SSC staff (CFLAT and TOP staff) to make sure accommodations are implemented effectively for the students. As a result a SSC staff is considered part of the team and therefore more information might be disclosed to SSC personnel than to other faculty and staff.

What do we mean by “disclosure”? Disclosure exists on a continuum ranging from minimum to full disclosure of disability documentation. An example of minimum disclosure would be the case of a faculty member requesting only confirmation that an Oregon Tech student has a disability and that the accommodations were indeed recommended based on the documentation in the DS student file. Thus, we have disclosed the presence of a disability and the recommended accommodations. It is important for a student to understand that whenever we acknowledge that he/she has a disability, we have essentially “disclosed” confidential information. Because we talk with faculty and staff in order to implement accommodations, we routinely confirm that the student has a verified disability.

Moving along the continuum, discussing with this same professor the specific nature of the disability (e.g., learning disability, low vision, epilepsy, etc.) and the rationale for the accommodation requested constitutes more comprehensive disclosure. In this case, the specific disability and its impact on a specific student are disclosed with the intent of assisting the faculty member in understanding the relationship between the disability and the accommodation. Often, the additional information assists faculty in designing an appropriate accommodation.

Finally, full disclosure would be sharing, either verbally or in writing, specific and detailed information regarding a student’s disability. For example, providing a copy of a psycho-educational report or hospital or other medical records would constitute full disclosure of disability documentation. DS does not provide full disclosure of disability documentation to faculty. Providing copies of file information requires a student to sign a separate release of information form.

Signing the Program Services and Confidentiality Agreement:

The purpose of signing the Program Services and Confidentiality Agreement form is to maintain a record that the student understands our procedure and protocol on disclosure of disability.

What if a student does not sign the form? Signing the Agreement form acknowledges that the student understands our disclosure procedure; it is not a request for permission. Students requesting that DS not disclose disability, at any level, must submit in writing their request specifically describing what level, if any, of disclosure they are authorizing. Students are not required to sign the Program Services and Confidentiality Agreement form. If a student asks that we do not discuss their situation with faculty or staff, their request will be honored. However, students need to understand that if they are requesting DS to provide accommodations, and if they prohibit the individuals responsible for implementing accommodations from discussing critical components of the situation (such as the relationship of the disability to the course and the requested accommodations), then it may not be possible to implement an accommodation.

Legal History

Most students do not understand that they are legally entitled to the accommodations that they receive at a post-secondary institution. There are two federal laws that protect individuals with disabilities from discrimination – the ADA Amendments Act of 2008 and the Rehabilitation Act of 1973. Due to these laws, people with disabilities have had a more equal opportunity to attend and participate in college. Some of the requirements for colleges and universities are listed below:

- Program accessibility to individuals with disabilities
- Fair admissions requirements so people with disabilities are not screened out.
- Provisions for academic adjustments to ensure that evaluations do not measure the disability.
- Provision of auxiliary aids, services, etc.

Disability Services assists Oregon Tech in meeting these legal obligations. To accomplish this, certain expectations are made of each student who receives services.

Student Responsibilities

As a student, it is your responsibility to identify yourself to DS as an individual with a disability and to request accommodations. According to the laws, an individual with a disability is someone with a physical or mental impairment that substantially limits one or more major life activities, such as walking, seeing, hearing, learning, caring for oneself, speaking, breathing, thinking, concentrating, etc.

Documentation of the disability must be provided to DS and is kept on file to assist in determining appropriate accommodations. The documentation must support the accommodations requested by the student and requests for accommodation must be made in a timely manner.

Disability Services works closely with each student to individually determine what accommodations are effective and appropriate. Communication is key. You, the student, know best how your disability affects you. It is important to feel comfortable discussing this with your DS coordinator and to know what kind of assistance you need to be successful.

Information on laws prohibiting discrimination on the basis of disability are available from many sources. See the DS coordinator if you would like more information.

Grievance Procedure

The Oregon Institute of Technology (Oregon Tech) is committed to providing an academic and employment environment which is free from unlawful discrimination on the basis of gender (including sexual harassment), disability, race (including racial harassment), color, religion, ethnic or national origin, sexual orientation, gender identification, pregnancy, veteran's status, or age. This commitment is in support of the responsibilities mandated by Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Americans With Disabilities Act (ADA) of 1990; the Civil Rights Acts of 1991 and 1996; Oregon Revised Statutes, Chapter 659; and Oregon Tech policy and philosophy.

While individuals with discrimination-related complaints may, by law, file complaints at any time with external enforcement agencies, OREGON TECH encourages persons with complaints to utilize the following internal complaint procedure before filing a complaint with another agency. The Office of Affirmative Action serves as a resource for potential grievants and provides resolution, mediation and

investigation functions in the handling of complaints of illegal discrimination. A complaint may be filed with the Affirmative Action/Equal Opportunity/ADA/ Section 504/Title IX Compliance Officer (“Compliance Officer”), identified below, without first discussing the issue with any person. However, individuals are encouraged to first attempt an informal resolution of the complaint by bringing it to the attention of the person who has allegedly acted in a discriminatory manner or the individual’s supervisor. The Compliance Officer can assist in implementing the informal resolution process.

Any employee, student or member of the public may file a discrimination complaint. Depending upon the individual’s status different laws, rules, policies, and processes apply. Additional information is available from the Office of Campus Access.

Students should direct inquiries to and file any complaint with the Compliance Officer. A formal complaint must be filed in writing or as an audio or video tape recording. The complaint must contain the name and address of the person filing the complaint, and shall briefly describe the alleged violation(s) of regulations and/or law. Persons requiring assistance in the documentation of their complaint should contact the Compliance Officer. Students are also referred to the “Student Conduct Code” as set forth in the current edition of the Oregon Tech Student Handbook for information on what constitutes discriminatory harassment and the potential consequences of engaging in such behavior.

Complaints or grievances related to the provision of an accommodation for a disability require that the student must first have made an appropriate initial request for accommodation. Students and persons making application for admission or taking placement/assessment examinations are to make the initial request to the coordinator of Disability Services.

Student grievances concerning the provision of academic adjustments and auxiliary aids on the basis of a disability shall be directed to the Compliance Officer.

Members of the public who believe they have been subjected to illegal discrimination are urged to contact the Compliance Officer. However, use of the Oregon Tech discrimination grievance procedure by members of the public is limited to alleged discrimination based on disability; a formal complaint on these grounds must be filed with the Compliance Officer. Included in the definition of members of the public who may file such grievances are applicants for admission or employment at Oregon Tech and those attending or wishing to attend events on Oregon Tech property. Complaints alleging other illegal but non-disability related discrimination are referred to appropriate state and federal agencies, primarily the Oregon Bureau of Labor and Industries, the U.S. Department of Education, and the U.S. Equal Employment Opportunity Commission.

Formal complaint filing and resolution: Complaints alleging discrimination are to be filed within 180 calendar days (365 calendar days for discriminatory sexual or racial harassment complaints) following the alleged discriminatory act, or the date on which the complainant knew or reasonably should have known of said act. These time limits may be extended with the approval of the Compliance Officer.

The Compliance Officer shall conduct an appropriate investigation following the filing of a complaint. This grievance procedure contemplates timely and thorough investigation, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint. In the event that a potential or actual conflict of interest exists, the Compliance Officer shall remove him/herself and a third party shall be designated by the President or the appropriate Vice President to conduct the investigation.

Frequently Asked Questions

What are my responsibilities as a college student?

It is your responsibility to identify yourself to Disability Services and to provide professional documentation of the disability in order to qualify for academic accommodations. Accommodations can be provided only after these conditions are met. In general, the less obvious the disability, the more information is needed.

It is also your responsibility to contact instructors each term to present the Accommodations Letter which identifies the necessary accommodations for your classes. Prior to each term, contact Disability Services to set up an appointment to meet with the coordinator. The coordinator will go over your classes with you and provide an accommodation letter for each class where accommodations are appropriate.

Students with disabilities take the same responsibility for their education as non-disabled students. This includes maintaining the same academic levels and meeting comparable standards of appropriate behavior.

Is the process different from high school?

Yes. The laws that apply to kindergarten through twelfth grade are different from those applicable to post-secondary institutions. While primary and secondary schools are required to identify students with disabilities, students at the college level must take the responsibility to contact Disability Services to make their needs known. Accommodations recommended, approved and provided by Oregon Tech may differ from those provided in high school.

When do I notify Oregon Tech that I will request accommodations?

Although students with disabilities will not be asked to identify themselves prior to admission to Oregon Tech, those students requesting accommodations must verify their needs with Admissions and Disabilities Services prior to the completion of registration. Services will not be denied to students with obvious physical disabilities or to those with outdated documentation while current documentation is actively being sought.

I neglected to tell anyone about my disability when I registered for classes. Can I still request accommodations?

Yes, but you must contact the Disability Services as soon as possible and supply the proper documentation of your disability. There may be some delay in providing full accommodations.

Will every student with a disability receive accommodations?

No. Legally, accommodations must be determined on a case-by-case basis. Some students with disabilities will not need accommodations. Disability Services must determine the accommodations based on documented individual needs.

Is there a charge for standard Disability Services?

Not to you, the student. However, some accommodations and services do require funding. You may be encouraged to apply to the Vocational Rehabilitation Division and/or other agencies for possible assistance.

What is the time frame for requesting accommodations?

Specific accommodations are determined during a meeting with Disability Services. Students should request general accommodations one month or more prior to enrollment for the next academic term. Every effort will be made to provide accommodations in a timely manner, but last-minute requests may not be feasible. Students will use the Accommodations letter to take the initial step to meet with their instructors at the beginning of each term to discuss academic adjustments.

Where can a student obtain documentation of a disability?

A student who received disability services during high school or at another institution of higher education can authorize the school to release a copy of the student's most recent testing and/or medical information explaining the disability and accommodations that were provided. Or, a student might request a doctor to supply a statement regarding the disability and recommending needed academic adjustments. Oregon Tech's Integrated Student Health Center also does testing for disabilities should the student not have current documentation available. Also, Vocational Rehabilitation and other agencies may be able to supply needed testing or verification of disability. Note that Disability Services and VRD often communicate formally and informally to assist VRD clients at Oregon Tech, but do so only with the written permission of the student. Disability Services can provide a list of accepted evaluators for learning disability evaluations.

Does Oregon Tech provide attendant care or transportation?

No. Students are responsible for their own transportation and self-care according to the Americans with Disabilities Act. Accessible public transportation serves Oregon Tech.