

## **Welcome**

Disability Services was established to provide leadership and assistance to Oregon Tech to comply with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008. Disability Services is designed to deliver accommodations that provide equal 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 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 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 email [access@oit.edu](mailto:access@oit.edu).

1. Complete the Disability Services application for services in the AIM system which is found in TechWeb. Search "accommodations" and you will be directed to an Accommodations tile. A complete application must include supporting documentation.
2. Your application and documentation will be reviewed as soon as possible once it is received. You will be notified by email to schedule an appointment to meet with Disability Services staff for an intake meeting.

## **Determining Disability Status and Accommodations:**

The determination of disability status will be made by DS staff after a thorough review of the documentation you've provided, along with information gained through the intake interview, and additional student records.

### **Students must complete the following forms:**

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

### **Additional forms are required for:**

- Texts in alternate format
- Adaptive technology equipment

## **Disability Documentation Requirements**

In order to deliver reasonable and appropriate academic accommodations that provide equal access 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:

- 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 have specific knowledge of the diagnoses and be qualified and experienced in diagnosing and treating the condition(s). It is also 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, late 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 Disability Services (DS) staff 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.

**Disability Services Accommodations and Services**

Disability Services (DS) offers a wide range of services to ensure qualified students with disabilities have equal access to participate in Oregon Tech’s programs and services. In order for the Disability Services staff 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 our staff. The more we can understand about you and your disability, the more collaborative the process will be. Accommodations are provided on a term-by-term basis and are not retro-active. Accommodations and services that are offered are listed below.

**Accommodations**

Students who are requesting accommodations must log in to their AIM student profile and request accommodations each term. If a student is requesting accommodation adjustments or has special concerns, they must meet with DS staff to discuss this request. Each student knows best how their disability affects them; therefore, it is important that you meet with us to discuss your needs and how they relate to you as a student in the classroom or beyond. Once accommodations are requested and approved by DS staff, a notification letter will be sent to faculty. Accommodations are in effect once approved by faculty.

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.

**If a student has not met with the Disability Services to discuss accommodations or requested accommodation in AIM the student may not receive their accommodations.**

**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, Disability Services will make a recommendation based upon the documented impact of the disability with consideration to the student's self-report. In order to determine eligibility and the details of your accommodations:

- Request accommodations early in the term.
- Accommodations must be approved via AIM **no later than five (5) working days before your first exam or tests will not be scheduled.**

### **Scheduling Exam Dates and Times**

- Disability Services will schedule each student 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, thus late arrival may result in less time to take your exam. 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 office 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 DS Staff will contact students regarding information as to which titles are available from what sources. You will need to respond and let the DS Staff Member 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 DS Staff Member with a copy of your purchase or rental receipt.

Feedback is appreciated regarding the alternative format media that you receive. Please contact your DS Staff Member if you are unsatisfied with the speed or quality of your media. It is important for them 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. DS staff and consumer will meet to discuss their communication needs for the term and/or that may arise. After an interpreter has been assigned, DS staff will contact each instructor. We 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, DS staff will communicate with the person responsible for the event to plan the logistics.

Students are responsible for contacting Disability Services 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 DS 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 – Transcription Services**

Any eligible individual who may or may not use American Sign Language as a primary source of communication, may request transcription services from Disability Services (DS). DS has the ability to contract with local transcription 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 transcription services must be submitted in a timely manner. Within reasonable limits, DS will strive to accommodate your request. DS staff 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 transcription services have been assigned, DS will contact each instructor. Disability Services will let the instructors know about the student enrolled in their class as well as transcription services that will be utilized. 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 transcription services. For transcription assignments outside of the classroom, DS will communicate with the person responsible for the event to plan the logistics.

Students are responsible for contacting Disability Services 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 the transcription service is 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 DS may result in suspension of interpreting services. Services may be reinstated once the student has met with DS staff 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 DS right away to prevent problems with classroom accessibility. Contact Disability Services once you have registered for classes or be sure to contact us 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 Accommodations**

Note taking accommodations 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 DS staff.

### **Audio Note-Taking Software**

Contact DS for audio note-taking software options.

### **Copies of Peer's Notes**

Peer-to-Peer note-taking services are only provided to students in circumstances, where audio notes are not a reasonable accommodation in relation to the student's disability/condition(s).

### **Equipment Loan Opportunities**

Disability Services (DS) has a few items that are available for loan. Supplies are limited and items are loaned based on student need and a first-come/first-serve basis. Below is a list of some of the items available, please see our staff for more information and to check out equipment.

- Laptops
- iPads
- SmartPens
- Digital Recorders

To check out equipment from Disability Services, please meet with us 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. There may also be times that students may not feel comfortable approaching others to speak about their accommodations or may need help when problems arise.

DS can be 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 where possible and appropriate. At times, extended deadlines on specific assignments or projects may be a reasonable adjustment to course policies. Disability Services will assist those students that qualify to facilitate these adjustments where possible and appropriate. Accommodations are determined on a case-by-case, course-by-course basis for each student. Each student is encouraged to meet with Disability Services every term to set up accommodations. If you anticipate that your condition will flare up or cause difficulties in turning in assignments or projects, you should discuss your concerns with DS 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 DS to negotiate an effective accommodation for that particular assignment/project. DS staff 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 additional last-minute requests.

Extended time for assignments may not apply to group work, hard deadlines or other such concerns.

If the accommodation for assignment/project extension deadlines is approved, it is up to the student to ensure timely communication with your faculty.

Students must request assignment extensions prior to the original due date and propose an alternate due date within the perimeters of the accommodation and course requirements.

If approved, students must submit their assignment by the accommodated due date to avoid a grade penalty.

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 Disability Services 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. Students and employees seeking disabled parking permits should obtain them from the Department of Motor Vehicles (DMV).

#### **Klamath Falls**

Students may go to the Integrated Student Health Center (ISHC) for assistance with completing the DMV form. Per Parking Services Police, persons displaying a state-issued Disabled Person Parking Permit are authorized to park in any valid parking space on campus in addition to parking in designated ADA spaces with an accompanying valid Oregon Tech parking permit. For more information on accessible parking, contact Parking Services at 541.88.1551.

#### **Portland-Metro**

There is accessible parking at the Portland Metro Campus' North and East entrances. A DMV placard is required. No other parking permits required on PM campus.

### **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 Disability Services 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 Handshake 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.

Disability Services 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 to request an Emotional Support Animal in campus housing.

### **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 on the Klamath Falls campus and on the fourth floor of the Portland-Metro

campus. 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.

## **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 DS staff 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. The DS staff is a part of the Student Success Center (SSC) on the Klamath Falls campus and Student Services on the Portland-Metro campus, thus working very closely with other SSC/Student Services staff to make sure accommodations are implemented effectively for the students. As a result, SSC/Student Services staff is considered part of the team and more information might be disclosed to personnel then to other faculty and staff on a need to know basis.

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 a staff member. DS staff 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 Disabilities Services prior to the completion of registration.

**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?**

Disability Services (DS) aims to ensure access and services for students with disabilities. The DS coordinator will work with each student to make sure that they have an equal opportunity to participate in Oregon Tech's programs and services. Accommodation requests must be made in a timely manner. It is important that students meet with DS staff at the beginning of each term.

After the student has met with DS staff, an faculty notification letters will be sent to faculty within 24 business hours.

In order to receive testing accommodations, requests in AIM must be made and approved by faculty a minimum of **five business days** before the first quiz/exam of the term or accommodated exams cannot be scheduled.



Some accommodations require a longer lead time than others, information on specific accommodation policies is available under the Disability Services Accommodations and Services portion of the DS Handbook.

**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.

**Additional Campus Resources**

**Peer Consulting (tutoring) Services**

Klamath Falls  
LRC 223  
[peerconsulting@oit.edu](mailto:peerconsulting@oit.edu)  
541-851-5226

Portland-Metro  
RM 429  
[w.peerconsulting@oit.edu](mailto:w.peerconsulting@oit.edu)  
503-821-1263

**Testing Center**

Klamath Falls  
LRC 230  
541-885-1791

Portland-Metro

**Integrated Health Center – Klamath Falls**

541-885-1800

**Counseling Services**

Klamath Falls  
ISHC Building  
541-885-1800

Portland-Metro  
503-821-1313

**Title IX**

Klamath Falls  
LRC 257A  
541-885-1073

**Tech Opportunities Program (TOP)**

Klamath Falls  
LRC 228  
541-885-1125

**Career Services**

Klamath Falls  
LRC 219  
541-885-1023

Portland-Metro  
Student Services RM 130  
503-821-1155

**Financial Aide**

Klamath Falls Campus, College Union, 1<sup>st</sup> floor  
541-885-1280 (phone)  
541.885.1024 (fax)

**Student Affairs**

VP for Student Affairs and Dean of Students  
541-885-1011  
Klamath Falls, College Union, 2<sup>nd</sup> floor

**Student Code of Conduct**

<https://www.oit.edu/docs/default-source/Student-Affairs-/student-handbook/student-conduct-code.pdf>