



Welcome!

Disability & Testing Services (DTS) was established to provide leadership and assistance to Oregon Tech students, in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008 (ADAAA). DTS is designed to provide accommodations that promotes equal access and services to qualified students with disabilities. We also provide technical assistance, consultation, and resources to Oregon Tech's students, faculty, staff, visitors, and departments in improving accessibility for individuals with disabilities. DS is a program within the Division of Student Affairs at Oregon Tech. We look forward to serving you.

Addendum Policy

If there is a need for DTS to modify the content, expectations, procedures, and/or processes outlined in this handbook, those changes will be indicated through use of an in-text marker next to what has been modified. That marker will correspond to a listing in the Addendum Section at the end of this handbook that will provide greater details (date of change, explanation for the change, etc.). If you have any questions, we always encourage you to contact our office!

Applying for Accommodation

Now that you are a student at Oregon Tech, it is your responsibility to identify yourself to Disability & Testing Services as an individual with a disability and to request accommodation. The definition of an individual with a disability is found in Section 504 of the Rehabilitation Act and/or the ADAA:

An individual with a disability is someone with a physical or mental impairment that substantially limits a major life activity such as caring for oneself, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, working, thinking, reading, concentrating, communicating, and/or the operation of major bodily functions.

Legislation prohibiting discrimination based on disability can be found from a variety of sources. Please contact Disability Services staff at access@oit.edu if you would like more information.

Accommodation in Higher Education

Managing your accommodation in a 4-year, post-secondary institution is very different from primary and secondary education. Here are some of the major differences between high school and college for students with disabilities:

- You must self-identify to DS and hold primary responsibility for self-advocacy and requesting accommodations **each term**.
- You are expected to read, save, and consult your syllabi which outlines expectations, due dates, and grading processes.
- Grading and test format changes are generally not available. Modifications may be made to how exams are given (i.e. extending test time) and may be made available when you provide supporting documentation for your qualifying condition(s).
- Instructors are not required to modify assignments or routinely alter deadlines.
- Tutoring does not fall under accommodation requirements. If you would like tutoring, please [visit the Peer Tutoring webpage](#) for more information.
- The Family Educational Right and Privacy Act of 1974 (FERPA) protects the privacy of your records, limiting access of your records to those with a legitimate educational interest. If you would like your parents/supporters to have access to your educational records, you need to authorize this access through the Registrar's Office.
 - For authorizing communication about your approved accommodation, your DTS Advisor can provide guidance on the authorization form in AIM and information is also available in the Student Accommodation Resource course in Canvas.

University Obligation

Oregon Tech has an obligation to confirm that students receiving accommodation have verified disabilities according to state and federal law. Your DS application is stored securely in **Accessible Information Management (AIM)** and does not become a part of your academic record.

Student Rights & Responsibilities

Students with disabilities have the right to:

- Participate in higher education if they are qualified for admission
- Equal access to academic content and educational opportunities
- Participate in student activities
- Academic adjustments (reasonable accommodations)
- Confidentiality on all disability related information
- File a formal and/or informal complaint if discrimination occurs

Students with disabilities have the responsibility to:

- Identify themselves to the DTS office
- Engage in our Interactive Process to have accommodation approved
- Provide required documentation of disabilities and complete required forms within established timelines
- Request accommodation(s) in selected courses every term
- Have official communication with university staff through their Oregon Tech email account (ex. Not a personal email, text-message, etc.)

Student Communication Expectations

Official communication from our office to students will be done through our Oregon Tech email to the student's Oregon Tech email account. Bulk emailing, when necessary, will come from our department email address: access@oit.edu - please ensure that this email address is not blocked or sent to Junk/Spam folders as it will often include updates to policies, reminders of upcoming tasks/expectations, and other potentially important information. We try to limit our bulk communication to students to only pertain to important information.

Communication related to your accommodation(s) or other related purposes will always come either from your DTS Advisor directly or our general office email address (access@oit.edu).

Most of our bulk emailing is administered through AIM, and students can log into their AIM profile and view some system messages that are also sent to their Oregon Tech email. (Students can opt into SMS/Text message notifications, through AIM, as well, for some types of announcement/notifications.)

Students are expected to communicate with our office and faculty through Oregon Tech email for any official or accommodation-related purpose to create a record of the communication. Any other form of communication is not acceptable for accommodation-related purposes.

If meeting with a staff member in-person for an accommodation-related purpose and an action has been requested or performed, the student is expected to follow up with an

email to create a record. **Oregon Tech office phones do not accept text messages, and DTS will not engage in social media contact with students regarding accommodation.**

Our Interactive Process & Appeal Procedure

Students must engage in our interactive process to be approved for reasonable accommodation at Oregon Tech. Our interactive process includes the following three steps:

1. Registration: Student submits a registration application through AIM
2. Interactive Meeting: Student is invited to meet with a DTS Advisor
3. Decision: DTS staff review and approve reasonable accommodations

Accommodation is evaluated as being reasonable and appropriate by 1) a review of the student's registration application and any documentation provided by a qualified provider who is not related to the student, and 2) interactive conversation with the student. Once those steps have been taken, accommodation may be approved by the DTS Advisor. When necessary, the DTS Advisor may consult with the other staff members to determine as a team if the accommodation is reasonable and appropriate. The student will receive an email listing any approved accommodation and an explanation for any accommodation that is not being approved.

Step #1: Registration

Students must first register with our office by completing an application through AIM that can be found through TechWeb:

- Log into TechWeb, and enter "Accommodations (Student)" in the Search menu
- The "Accommodations (Student)" tile will appear;
- Click the tile, select the appropriate application for your request, and follow the instructions.
 - Application is also available in an alternate format by request

Please note that **supporting documentation is not required to apply**. However, without sufficient documentation, there may be delays in the consideration and possible approval of some accommodation requests, but we would like to contact you to better support. See below for more guidance on what that supporting documentation should/could include.

Please contact our office (access@oit.edu) if you need the application provided in an alternate format.

Step #2: Interactive Meeting

Once your application has been submitted, our staff will review your application and contact you to schedule an Intake Meeting (if sufficient documentation has been received) or a Welcome Meeting (if either no documentation or insufficient documentation has been received).

At both meetings, we will discuss your accommodations request, explore what disability-related barriers you have experienced or anticipate experiencing, and how we can best support you at Oregon Tech. The purpose of this meeting is to provide an opportunity for DTS to gather information on the barrier(s) that you are experiencing so that we can identify reasonable, appropriate accommodations that are specific to your unique needs and barriers.

All DTS advisors can meet in-person (campus-specific), virtually (via Teams Video), and occasionally by phone. The student's preference for the meeting will be selected at the time the student schedules.

Step #3: Decision

During the appointment, your DTS Advisor will present your approved accommodation, based on what is reasonable and appropriate, and provide explanation of any accommodation request that is not currently approved. Your DTS Advisor may decide to bring your accommodation request to the DTS team for consult on determination. A summary email of the meeting and these decisions will be sent to the student afterwards.

Appealing Decision

Students are welcome to appeal an accommodation decision through this process:

1. Address the explanation/rationale provided as to why the accommodation was initially not approved; this can be done through providing additional information, documentation, or other means as expressed in that explanation/rationale. This additional information can be sent to our general office email address: access@oit.edu
 - a. If you are providing additional documentation as part of the appeal, that should be added directly to your AIM profile; the Student Accommodation Resource course in Canvas has details on how to upload directly to AIM.
2. The appeal decision will be made by the Director or Assistant Director of DTS.
3. The DTS Director/Assistant Director will contact student with the updated decision

The second decision (post appeal) can be appealed further to the Dean of Students. The Dean of Students will review the previous decisions and determine if the DTS team decision was reached appropriately.

Documentation Requirements:

The determination of disability status will be made by DTS staff after a thorough review of your documentation provided, along with information gathered during the student interview, and any other pertinent records.

To deliver reasonable and appropriate accommodation that provide equal access to students with disabilities, DTS requires documentation which shows the current disability and its impact on functioning. Therefore, the documentation the student provides to DTS must include the following information:

1. Information on your qualified professional or provider (name, credentials, professional affiliation, therapeutic relationship, etc.) – this can be achieved by a letter from your provider on their professional letterhead/stationary, electronic medical notes from a patient portal, or our questionnaire that is provided as part of our Documentation Policy available on our webpage. **The provider cannot be related to the student.**
2. A statement identifying your disability or disabilities, including specific diagnoses.
3. A description of symptoms experienced, prognosis/progression, and severity of diagnoses.
4. A description of how your disability is likely to impact your functioning in the academic and/or physical environment at Oregon Tech.

Current and/or past accommodation received in high school or at other institutions are helpful but may not satisfy the documentation requirement. Please contact our office with any questions or you can ask them during the student appointment.

Additional information:

- **Documentation must clearly state the specific diagnosis of the disability.** Terms such as “suggest” or “is indicative of” are not acceptable.
- Documents will need to include 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 and

experienced in diagnosing and treating the condition(s).

- 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. DTS reserves the right to determine which tests are acceptable for diagnosing the disability. Standardized tests must be based on adult norms.
- The evaluator must describe the impact of the diagnosed disability on a specific major life function/activity, especially as it relates to the college environment.
- 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.
- An Individualized Educational Plan (IEP), or a 504 Plan may be sufficient documentation in and of itself – if the necessary information is included. DTS reserves the right to request additional documentation if needed.
- How recent the documentation needs to be will depend upon the individual and the diagnosis. Students are welcome and encouraged to complete our application and make an appointment, even if unsure about the documentation. DTS may request an updated version of documents if needed.

Evaluation reports themselves do not automatically qualify a student for registration or services with DTS. All the items listed above must clearly show the presence of a disabling condition and clearly justify the need for reasonable accommodation to address a barrier caused by the institution.

Requesting Your Approved Accommodations

It is your responsibility to log into your AIM profile and request your approved accommodation. We strongly recommend this occurs at **the beginning of each term or as quickly as possible after the start of the term.**

Once any accommodation is requested in a course, a notification letter will be sent to the course instructor. This notification letter informs the faculty of the approved accommodation(s) you are requesting to use in their course; **the faculty do not determine if an accommodation is approved for their course.** Faculty have five (5)

business days to implement requested accommodation or contact DTS about concerns in implementation or if they believe the accommodation creates a fundamental alteration in the course. Faculty do not have the authority to determine fundamental alteration; these claims are reviewed and determinations made by the Fundamental Alteration Committee. Your approved accommodation must be provided while the instructor's claim is being reviewed by the Committee.

Because faculty have five (5) business days to implement requested accommodation, it is important that you request your accommodation early enough in the term where you do not experience a conflict with being able to use your accommodation. For example, if you have an exam on a Friday but do not request your Extra Time accommodation until Wednesday night, the accommodation may not be available to you for that Friday exam.

If you want to explore changes to your approved accommodation, you will need to meet with your DTS advisor to discuss these changes, and submit additional documentation, as needed, before any updates can take effect. If your accommodations change over the course of the term, you will need to go into AIM and re-request the updated accommodation before your faculty will be aware of the update.

If you have not met with DTS staff to request updates in your accommodations, no changes in your accommodations will be made.

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 always be on hand. 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. Therefore, you should request your approved accommodations well ahead of when you will need them, usually one to two weeks prior to the beginning of the term, preferably as soon as you register for your class(es).

If a request is submitted after the relevant deadline, DTS 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, substitution, or denial of accommodation.

Please note that accommodations and/or services cannot be provided retroactively. For example: if you elect not to request a Testing Accommodation at the start of the term and then submit your request after the Midterm Exam, the accommodation would be applicable to subsequent quizzes and the Final Exam but

could not be used to retake or modify the completed Midterm. It is important to plan accordingly. Please contact DTS if you have any questions.

Being Intentional **with** Accommodation Requests

It is best practice to be intentional with your accommodation requests in your course(s). If you make your course accommodation requests in advance of receiving the course syllabus, once you receive your syllabus or communicate with your instructor, please modify your accommodation request so that you are only requesting the accommodations that are applicable and that you will be using in the course.

For example: if you have a course that does not have timed exams (only term papers or presentations), please modify your request to remove any testing accommodations from that course.

By having inapplicable or unused accommodation requests in courses, it can create confusion among the faculty about what accommodation(s) they need to support and potentially create a situation where an accommodation is not being met fully due to focus/energy being provided to support an inapplicable accommodation.

You can modify your accommodation requests in AIM for your course by following the directions on our website for “**Requesting Accommodations**”.

Available Accommodations

Disability & Testing Services offers a wide range of services to ensure qualified students with disabilities have equal access to participate in Oregon Tech’s programs and services. For DTS staff to determine effective and appropriate accommodations, each student must make communication a priority. You are the expert at knowing how your disability affects you, and it is important that you feel comfortable discussing these issues with our staff. The more we can understand you and your disability, the more collaborative the process will be.

DTS does not determine approved accommodation based on diagnosis or disability. Rather, we evaluate the student’s unique disability-related barrier(s) and approve accommodation that addresses those unique barriers to ensure equal access.

Academic Accommodations

For students who need academic accommodation related to their disability, below are some examples of academic accommodations that we provide. When meeting with

your DTS Advisor, it is important to explain in as much detail as possible the barriers you are experiencing so that the appropriate accommodation can be determined.

Testing Accommodation Policies

The purpose of testing accommodation 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. DTS will approve reasonable and appropriate testing accommodations based on the documented impact of the disability, with consideration of the student's self-report.

For DTS staff to best provide student testing accommodations, student needs to:

- Request testing accommodation prior to or early in the term
- Accommodation must be approved by DTS via AIM **at least two (2) business days before your first exam. Otherwise, tests will not be scheduled in the Testing Center.**

Using the Testing Center

This section only applies to students at the Klamath Falls or Portland-Metro campuses

You are responsible for scheduling your tests in AIM. Please refer to the instructions available in the [Student Accommodation Resource course in Canvas](#) and/or [view the DTS Student webpage](#) on how to schedule your exams at the Testing Center at either the Klamath Falls or Portland-Metro campus.

You will take your exam on the same day and time as the class, unless there are circumstances which prevent you from receiving your full accommodation. You must have instructor approval to take your exam at a different day/time than the scheduled class time. Your DTS Advisor can assist you with this scheduling communication, if helpful, but this needs to be organized in advance. You should not be skipping class to use your accommodation on a test that creates a time conflict. If your accommodation is creating a time conflict, please contact your instructor and DTS Advisor for scheduling guidance.

Arriving for Tests

Please arrive at the Testing Center at least five (5) minutes ahead of your scheduled start time so you can be checked in and store your personal items prior to starting your test. If you arrive late, you still have to finish your exam in the time allotted, likely resulting in less time to take your test. Testing Center staff are unable to modify testing

times without instructor approval, and faculty are not obligated to provide additional time due to a student's late arrival. DTS recommends reviewing your instructor's Alternative Testing Agreement (ATA) for any further information related to test expectations.

If you arrive early but there is a delay in seating you, the ending time for your exam will be adjusted accordingly. Please do your part to ensure timely seating by arriving prepared for your exam and do not bring unnecessary items.

These policies are in place to ensure that each student receives the accommodations they need to uphold the integrity of each exam that the student is taking. Please contact DTS (access@oit.edu) with any questions or concerns regarding these policies.

Testing Center Use Agreement

Both campuses (Klamath Falls, Portland-Metro) have Testing Centers available to students who either:

- Qualify for testing accommodation that the Testing Center meets
- Need to make-up for a missed exam due to athletic/university absence, or unforeseen circumstances outside of the student's control; **make-up exams need to be initiated and approved by the instructor**

By using the Testing Center, you also agree to:

- Abide by the Academic Integrity policies of the Oregon Institute of Technology – which prohibits discussing the exam with peers in the Testing Center; use of unauthorized items/aids/technology; sharing details of the exam content with other classmates; and any other actions that violate applicable policies
- Not act in an intentionally disruptive, confrontational manner towards peers or staff
- Not bring food or drink into the testing area without prior accommodation (allergy prevention); water is allowed
- Present your Oregon Tech student ID / Photo ID upon arrival (to verify identity)
- No personal electronic devices are allowed without instructor approval or approved accommodation for the device
- Each Testing Center has site specific policies you will need to review prior to beginning your exam

Failure to comply with the above could result in removal from the Testing Center and having it no longer available for your use until meeting with the Director of Disability & Testing Services.

Considerations for Students with Certain Medical Conditions

Students who need to monitor their qualifying medical condition(s) may be allowed to bring their monitoring device(s) into the testing space with approved accommodation for the device. The students will leave their device(s) with exam proctor(s) and may be seated in a manner that allows the student to quickly access their device(s) as needed for medical reasons. This exception to the “no phone/watches” rule is applied on a case-by-case basis, based on student need and approved accommodation.

Alternative Format Services

Students with learning disabilities, visual impairments, or other conditions that affect access to printed materials may be eligible for books in alternative format. Alternative format includes textbooks and other printed class material in Braille, audio, and/or electronic format. Students eligible for alternative format services should place their requests with DTS as soon as they know their required text prior to the start of each term.

Students are expected to first search known retailers/resources (Bookshare, VitalSource, Amazon/Kindle, etc.) for their required text in an alternative format to print. If an alternative format does not exist, students should contact their DTS Advisor for assistance in procuring an alternative format from the publisher. DTS staff will need the publication information and proof of purchase of the required book(s) prior to releasing procured text to the student.

Alternative format course materials may be made available by each course instructor. If you have questions regarding alternative format services, please contact us at access@oit.edu

Communication Access Services

Any eligible individual who may need interpreter service for communication access (ex. ASL), may request interpreter services from DTS.

Any request for interpreter services must be submitted at least three (3) weeks prior to the start of the term. Within reasonable limits, DTS will strive to accommodate your request. DTS staff will meet with you to discuss your communication needs and, once an interpreter has been secured, DTS staff will contact your instructor(s), to let them know your need for ASL services, best practice when teaching deaf/hard of hearing students, and what to expect when working with the ASL interpreter. For interpreting

assignments outside of the classroom, DTS staff will communicate with the person responsible for the event.

You are responsible for contacting DTS if you do not plan on attending class or other scheduled events for which ASL services have been arranged. A 24-hour advanced notice is preferred, since interpreters are paid for the entire class/event, plus mileage and/or travel, if a cancellation is not communicated in time. Understandably, some emergency situations may not allow for such notice. However, failing to attend three classes for which ASL services have been arranged for you, without notifying DTS within 48 hours of missed class, may result in suspension of interpreting services. Services may be reinstated once you meet with DTS Director to review DTS policies and procedures and will be determined on a case-by-case basis.

DTS also provides ASL interpreters upon your request, free of charge, for visiting family and friends who communicate using sign language, when attending Oregon Tech-sponsored events and activities. If you wish to arrange ASL services for private, non-Oregon Tech related events, for which you are responsible for payment, you may contact DTS staff for qualified interpreters.

Communication Access Services – Transcription Services

Any eligible individual who may need transcription service for communication access may request transcription services from DTS. Transcription services for non-academic settings will be discussed on a case-by-case basis.

Any request for transcription services must be submitted at least three (3) weeks prior to the start of the term. Within reasonable limits, DTS will strive to accommodate your request. DTS staff will meet with you to discuss your communication needs, as well as delivery of edited notes following classes. After transcription services have been assigned, DTS will contact each instructor, letting them know that student(s) needing transcription services are enrolled in their class, and that transcription services will be utilized. Each instructor will be educated on best practices when teaching students who are Deaf/hard of hearing and when using transcription services. DTS will communicate with the person responsible for the event to facilitate transcription services.

You are responsible for contacting DTS if you do not plan on attending class or other scheduled events for which transcription services have been arranged. A 24-hour advanced notice is preferred, though understandably, some emergency situations may not allow for such notice. However, failing to attend three classes for which transcription services have been arranged for you, without notifying DTS within 48 hours of the missed class, may result in suspension of transcription services. Services may be reinstated once you meet with DTS Director to review DTS policies and procedures and will be determined on a case-by-case basis.

Ergonomic Chairs & Furniture

Some students may be eligible to use ergonomic chairs in the classroom or other furniture adjustments to meet disability needs. If you believe you are eligible, please indicate your request in your application, or contact your DTS Advisor for more information. If using an approved furniture accommodation, you must submit your request in AIM at least three (3) weeks prior to the start of the term. This provides DTS staff with ability to ensure furniture is in the appropriate classrooms for your registered courses. Students are also required to notify DTS if they are changing their course registration that would impact the classroom assignment. **Furniture accommodation is only provided in Oregon Tech classrooms; if you are enrolled in an online course that is not using Oregon Tech classroom space, this accommodation is not applicable and should not be requested in AIM.**

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, DTS will work with appropriate personnel to move classes to more accessible locations, as needed. The Registrar's Office needs these requests at least three (3) weeks before the start of the term to move classrooms. Any requests submitted less than three weeks in advance, DTS and the Registrar's Office will make a good faith attempt to meet, but it may not be possible. If you believe this will be necessary, you should contact DTS once you have registered for classes so this coordination with the Registrar's Office can occur as soon as possible.

Flexible Attendance

Flexible Attendance is an accommodation generally approved for students whose qualifying disability may affect the ability to attend class, such as episodic medical need outside of the student's control that require unforeseen incapacitation. Flexible attendance is meant to be used only as needed and is not meant to excuse repeated/unannounced absences or absences that are not due to your qualifying disability (ex. common cold/flu; personal travel schedule; athletics event; etc.). **This accommodation is not intended to provide unlimited absences.**

If you have an approved Flexible Attendance accommodation and you wish to use the accommodation, you are required to log into AIM and request it for your course(s). Your instructor(s) will then be prompted to complete a Flex Plan that outlines the maximum flexibility allowed in their course and provides other instructions.

If the maximum flexibility outlined by the instructor does not meet your needs, you should contact DTS immediately so that we can work collaboratively with you and the instructor to identify alternatives. Communication is vital with this accommodation.

If you anticipate, or have begun to experience, an exacerbation of your disability which could lead to missing a class session, consult the Flex Plan for notification instructions from your course instructor and notify DTS right away via Oregon Tech email. We make every attempt to grant accommodation in a timely manner, but some last-minute requests may not be met due to time limitations. We cannot grant accommodation or services retroactively, so it is crucial to complete your actions as soon as possible.

If your course does not have an attendance policy then this accommodation is not applicable. You can check your course syllabus for any attendance policy or consult your instructor.

Flexible Due Date

Flexible Due Date is an accommodation generally approved for students whose qualifying disability may affect the ability to meet certain deadlines, such as episodic medical need outside of the student's control that require unforeseen incapacitation. At times, extended deadlines on specific assignments or projects may be a reasonable adjustment to course policies, should you experience worsening medical/mental health condition.

This accommodation is not to have flexible due dates or unlimited extensions on all assignments/projects. The accommodation is to provide support for flexible due dates when experiencing an exacerbation of your disability that prevents meeting the established deadline.

If you are approved for and you wish to use the Flexible Due Date accommodation, you are required to log into AIM and request it for your course(s). Your instructor(s) will then be prompted to complete a Flex Plan that outlines the maximum flexibility allowed in their course and provides other instructions. You will be responsible for submitting your assignment by the timeline established in the agreement, otherwise it will be subject to the grade penalty outlined in the course syllabus.

If the maximum flexibility outlined by the instructor does not meet your needs, you should contact DTS immediately so that we can work collaboratively with you and the instructor to identify alternatives. Communication is vital with this accommodation.

If you anticipate, or have begun to experience, an exacerbation of your disability which could lead to missing a deadline, consult the Flex Plan for notification instructions for your course instructor and notify DTS right away via Oregon Tech email. We make every attempt to grant accommodation in a timely manner, but some last-minute requests may not be met due to time limitations. We cannot grant accommodation or

services retroactively (ex. cannot be applied after the original deadline has passed), so it is crucial to complete your actions as soon as possible.

Please note that this accommodation may not apply to group work, ongoing discussion assignments, or hard deadlines.

Note-Taking Accommodations

Note taking accommodations are available to students who have a disability that impacts their ability to take notes during lectures and other classroom activities.

Audio Note-Taking Software & Lecture Recording

Oregon Tech provides students with Microsoft OneNote to provide audio note-taking services. Your DTS Advisor can provide additional resources externally available.

Students who are authorized to audio record lectures as an accommodation may not upload, transcribe, analyze, summarize, or otherwise process those recordings using artificial intelligence (AI) tools, software, or services without the express written permission of the instructor and the institution. **Recordings are provided solely for the student's personal educational use and must be maintained in a secure and confidential manner.**

All students have their right to privacy under FERPA. When using audio note-taking software, please respect the privacy of your classmates, and only use your notes for the intended coursework. Since your classmates' voices may end up in your recorded lectures, it is your responsibility to make sure these recordings are used only for your educational purposes, for the class in which they were taken.

Any prohibited use is a violation of FERPA and, potentially, state and federal law. All recordings need to be deleted from all your devices at the end of the term or if you drop/withdraw from the course.

Non-Academic Accommodations

DTS also provides accommodations to students whose qualifying disabilities impact the non-academic environment. This can include specific housing accommodation and building/campus access accommodations.

Housing

DTS approves all students for housing-specific accommodations including environmental adjustments, placements, and Emotional Support Animals (ESA). DTS works with the Housing & Residence Life (HRL) office in the facilitation and support of

students with approved housing accommodations. Students with disabilities who need accessible housing for the Fall Term need to engage in our interactive process in the winter before arrival at Oregon Tech (ex. January-April). For subsequent terms, we accept housing accommodation request but any approved accommodation is subject to housing availability.

Be aware of deadlines set by the HRL office, as approved housing accommodation cannot be guaranteed after those housing deadlines have passed. Approved accommodation after that deadline are placed on a waiting list managed by the HRL office and placements occur on a rolling basis as space becomes available.

Dietary/Nutrition

Students with certain dietary/nutrition needs may be eligible for dietary/nutrition accommodation through our office. Students are encouraged to contact Sodexo Services Manager to discuss their dietary/nutritional needs to determine if Sodexo on-campus dining can meet those specific health needs. This communication with Sodexo needs to occur prior to approval for dietary/nutritional accommodation through our office.

Service Animals and Emotional Support Animals

Oregon Tech is committed to compliance with Section 504 of the Rehabilitation Act of 1973 and the ADA. Individuals with disabilities shall be permitted to be accompanied by their Service Animal (Dog) in all areas of Oregon Tech where guests, members of the public, and participants in services, programs, or activities, are allowed.

DTS will determine, on a case-by-case basis, and in accordance with applicable laws and regulations, whether individual requests for an Emotional Support Animal (ESA) accommodation is a reasonable accommodation. You will need to have an established, on-going relationship with the provider recommending the use of an ESA as part of their treatment as well as established relationship with the animal. DTS encourages students to be wary of online providers who sell certificates or registry of ESA services. Students are also required to have updated vaccination/veterinary records for their ESA prior to moving into university-owned housing.

[Visit our Policies webpage](#) to view the Emotional Support Animal Policy and/or the Service Animal Policy for more details, or you can contact your DTS Advisor or our office for support.

Building/Campus Access

Examples of Building/Campus Access accommodation include coordination with Campus Safety and university facilities departments in ensuring that students with approved accommodations can access campus buildings and areas.

Services Provided by Disability Services

DTS provides the following services to students registered with our office:

Assistive Technology Support

DTS has the ability to support students with assistive technology needs. This is provided through several ways; if applicable to you, please contact your DTS Advisor or contact our office.

Student Support with Executive Functioning

DTS advisors may be available to schedule a support meeting to assist with areas of Executive Functioning including organization, time-management, and other skills and support that might be needed at the collegiate level. Check with your DTS Advisor on what availability they have for support.

Services to Students with Temporary Impairment

Sometimes, temporary impairment will require short-term “provisional” accommodation, including but not limited to fractures limiting functional mobility, or recovering from surgery. Services may include temporary academic accommodation, temporary classroom relocation, and temporary access to assistive technology to name a few. Please contact DTS for more information.

If you need temporary accommodation, you will need to register with our office through AIM to be approved for provisional accommodation. When beginning the application process in AIM, you should select the Provisional Accommodation application from the Application Center.

Additional Support

In instances wherein students may require accommodation for reasons other than disability, DTS will help to facilitate this where possible and appropriate.

- English as a Second Language (ESL)
- Pregnancy

- Other Barriers

English as a Second Language (ESL) Support

Students with language barriers may need accommodation to equitably access their education. While this is not a disability-related need, students are always welcome and encouraged to engage in our interactive process to see if accommodation through our office would be appropriate. Students experiencing barriers around the English language, should contact campus supports.

Pregnancy Accommodation

Title IX makes it illegal to discriminate because of sex, which includes discrimination on the basis of pregnancy, childbirth, false pregnancy, miscarriage, abortion or related conditions, including recovery. All pregnancy concerns and pregnancy related absences are coordinated through the Title IX office. Contact the Title IX office for support.

Other Barriers

Other barriers are those that are not defined as a documented disability but limit student's access to services, DTS is willing to support where we are able. Example: Student does not have a documented disability but cannot comfortably utilize furniture within the classroom and requires a plus sized chair from DTS.

Confidentiality and Disclosure

Oregon Tech is a very accepting community, and our faculty are committed to their students' academic success. DTS serves as an intermediary between faculty and students with disabilities during the accommodation process. We encourage our students to reach out to us right away if an issue arises, as well as speaking directly with your instructors regarding your questions, depending on your comfort level.

DTS functions on a need-to-know basis when it comes to disclosures: DTS releases the minimum amount of information necessary to facilitate your accommodation requests. When you make a request through DTS, you permit DTS to disclose to your faculty and university staff that you have a disability which qualifies you to receive accommodations. **We do not disclose the nature of your disability unless you provide explicit permission to do so.** At times, DTS may recommend that you share more information regarding your disability with your faculty and staff, so they can better understand how to help you achieve equal access. **However, it is not an expectation or requirement to disclose any information about yourself.**

DTS is committed to ensuring that all information regarding a student's disability is kept in accordance with state and federal laws. When you apply for services through DTS, no one except the DTS staff has access to your records. The DTS staff is a part of the

Division of Student Affairs and work very closely with other staff to make sure student accommodations are implemented appropriately. Pertinent student information may be disclosed to Student Affairs/Student Services staff beyond the need-to-know basis when appropriate to provide support.

Disclosure exists on a continuum ranging from minimum to full disclosure of disability documentation. For example, an Oregon Tech faculty confirming that a student is receiving Disability Services based on documented needs, is considered minimum disclosure that the student has qualifying disability per ADA definitions. To facilitate our students receiving their accommodation, DTS routinely confirms that our students have documented disabilities when necessary.

Moving along the continuum, discussing the specific nature of a disability (e.g., specific learning disability, low vision, epilepsy, etc.) and the rationale for the requested accommodation would be a more comprehensive disclosure. The purpose of the more comprehensive disclosure is to assist faculty to better understand the rationale for, and facilitate best implementation of, specific accommodations.

Finally, full disclosure would be to disclose specific and detailed information regarding a student's disability. For example, providing a copy of a psycho-educational report or medical records would constitute full disclosure of disability documentation. DTS does not provide full disclosure of disability documentation with other Oregon Tech employees. DTS will also not release your documentation to another institution for disability-related services. If you need the documentation you provided to DTS for another institution, please contact your DTS advisor to release AIM documentation to your Student Portal.

Grievance Procedure

Oregon Tech is committed to providing an academic and employment environment free from discrimination based on 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.

For grievances that are related to discrimination of any type – including disability discrimination – please engage with the Diversity, Inclusion, and Cultural

Engagement (DICE) Office. Visit the [DICE webpage](#) for more information on their process and contact details. They perform investigations into discrimination claims for the university. If you need guidance on what constitutes discriminatory harassment and the potential consequences of engaging in such behavior, please refer to “Student Conduct Code” as set forth in the current edition of the Oregon Tech Student Handbook.

This section outlines the procedure you should follow if you believe you were denied your rights to an accessible and equitable education through denial of approved accommodation. To file a complaint or grievance related to denied access to approved accommodation, you must first establish yourself as a student registered with Disability & Testing Services (DTS), with documentation supporting your qualified disability.

While individuals with grievances may, by law, file their complaints at any time with external enforcement agencies, Oregon Tech and the DTS office encourage individuals to utilize the following internal/informal procedure before filing a complaint with another agency.

Informal Grievance Procedure

We encourage our students to:

- Attempt an informal resolution by bringing it to the attention of the person who has allegedly denied approved accommodation, as well as informing your Disability & Testing Services (DTS) Advisor of this situation as soon as possible.
 - Often, denial of approved accommodation is an honest mistake (ex. Instructor changed the Canvas exam details and forgot to reapply the Extra Time accommodation) and can be resolved between the student and instructor.
- Should the situation fail to reach a resolution, the next step would be to address the concern with the individual’s supervisor, which in the case of faculty, would be the department chair. Your DTS Advisor is available to participate in this process at the student’s request.

If you have any questions on the informal resolution process, contact your DTS advisor (their contact information can be found in your AIM Dashboard) and/or the ADA Compliance Officer (access@oit.edu). The ADA Compliance Officer serves as a resource for potential student grievances, providing resolution, mediation, and investigation functions for claims where accommodation was not provided.

Formal Grievance Procedure

If the above informal procedure was not used or was not successful in resolving the

grievance, a formal grievance must be filed with the ADA Compliance Officer (access@oit.edu). A formal grievance must:

- Be emailed from the student's Oregon Tech email address (not a personal email address; ex. Gmail) or hand signed
- The letter should include:
 - Student's name and Oregon Tech ID#
 - Student's Oregon Tech email address and additional preferred contact information
 - Description of the alleged denial of approved accommodation and any actions (or attempted actions) to resolve that have been attempted (ex. From the informal process).
- Students are also able to submit their grievance as an audio/video recording, if the recording:
 - Is in an acceptable format (MP4, AVI, WMV, MP3)
 - Is sent from the student's Oregon Tech email account
 - Includes the above information related to grievance

If you need assistance in documenting your complaint, contact the ADA Compliance Officer (access@oit.edu).

Formal Complaint Filing and Resolution

Complaints alleging denial of approved accommodation are to be filed within fourteen (14) calendar days following the alleged denial of approved accommodation or the date on which the complainant knew or reasonably should have known of said denial. This deadline may be extended with the approval of the ADA Compliance Officer.

Following the submission of a complaint, the ADA Compliance Officer shall conduct an appropriate investigation. This grievance procedure is intended to ensure a timely and thorough review, providing all involved parties the opportunity to present relevant evidence. If a potential or actual conflict of interest exists, the ADA Compliance Officer shall remove themselves from the investigation, and a third party shall be designated by the Vice President of Student Affairs to conduct the investigation.

Investigation Timeline

In most cases, this process can be done quickly (within a few business days), though the timeline is affected by the response time from the parties involved. Due to the length of academic terms, DTS is committed to expediting the process as quickly as possible. Prompt responses and actions make this process efficient.

Once a grievance has been received by the ADA Compliance Officer, they will reach out to the student to clarify any questions about the grievance and offer support. Once

information has been received and clarified (if necessary), the ADA Compliance Officer will contact the other parties (ex. Instructor) to inform them of the submitted grievance and request any information that they can provide. The information can be gathered through submitted email chains, interactive interview (ex. Phone, video-call, in-person), and will be collected by the ADA Compliance Officer.

Decision and Findings

Once all pertinent and applicable information regarding the claim has been collected, the ADA Compliance Officer will convene a meeting with other neutral third parties (ex. Dean of Students, representative from TOP/TRIO) to review and determine if the claim is founded. Through this panel, guidance on resolution will be determined and shared with all involved parties.

Appealing the Decision

If either party wishes to appeal the decision, they are encouraged to contact and meet with the Vice President of Student Affairs.

Members of the Public

Members of the public who believe they have been subjected to illegal discrimination based on disability are urged to contact the DICE office, who investigates discrimination claims for the university. Applicants for admission or employment at Oregon Tech, and those attending or wishing to attend events on Oregon Tech property, may be considered members of the public. 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 (BOLI), the U.S. Department of Education, and the U.S. Equal Employment Opportunity Commission.

Campus Accessibility

For students who are blind, have low vision, or mobility impairments visiting the Klamath Falls or Portland-Metro campuses, learning a new environment can be challenging. DTS can connect with applicable campus and community partners (ex. Campus Security, Admissions, Sodexo, etc.) to assist with accessing supports, including accessible features such as ramps, curb cuts, handicap parking, etc. If you are interested in this service, contact DTS five (5) business days prior to coming to campus.

All campuses (including Chemeketa/Salem and Seattle) have accessible parking available. Each campus may have additional parking placards or policies related to their campus and you should review those policies prior to visiting.

Accessible public transportation is also available to both Oregon Tech campuses in Klamath Falls and Portland-Metro.

Personal Care Attendants

The hiring, supervision of, and payment to personal care attendants are the responsibility of the student needing attendant services. For more specific housing policies related to non-students residing in university-owned housing, please contact the Housing & Residence Life office.

Medical and Mental Health Services

Oregon Tech students have access to a variety of medical and mental health services at the Klamath Falls and Portland-Metro campuses. Services may be subject to change after publishing of this handbook; please consult the Integrated Student Health Services (ISHC) <https://www.oit.edu/campus-life/student-health> for the most updated information.

Disability & Testing Services Policies

We invite you to <<visit our Policies & Procedures webpage>> to review additional DTS policies and procedures. Please contact your DTS Advisor or our office (access@oit.edu) if you have any questions or need any further support or assistance.

Frequently Asked Questions

We invite you to <<visit our Frequently Asked Questions (FAQs) page>> of our website. If you have any questions that do not appear on that webpage, please [contact our office with your questions \(access@oit.edu\)](#)