

Students who are determined to be eligible for academic adjustments or auxiliary aids based upon their having a disability are expected to meet all academic and technical standards established for their course of study. This includes, but is not limited to, all attendance and participation requirements for each course, unless specifically modified in collaboration with the instructor; completion of all assigned coursework for each course; and compliance with all conditions of the *Student Conduct Code* and the *Academic Integrity Policy* as set forth in the current [Oregon Tech Student Handbook](#).

Student Responsibilities

It is the student's responsibility to provide documentation of their impairment(s), including a statement of functional limitations, in a form acceptable to Disability Services (DS) from an evaluator or provider deemed qualified to assess and diagnosis the student's impairment. More information regarding this process and documentation guidelines can be obtained from program staff.

The student must request services in a timely manner using the appropriate procedure and any necessary request forms, and is to meet with each instructor to discuss accommodation needs for their classes. The student is expected to maintain contact with their DS staff counselor as agreed upon in service planning. Please be advised that requests for some accommodations, such as textbooks provided in alternate format or sign language interpreting, must be submitted at least *four weeks* prior to the start of the term to ensure availability at the start of the term.

Storage of Documents

The professional documentation presented to establish eligibility and development of accommodations shall be securely stored by the DS program and remains Oregon Tech property. Any documentation of a disability that originated from another provider will not be re-disclosed without your written consent. The University is committed to keeping sensitive disability-related information confidential and it will be released only on an educational need-to-know basis. Only the Director of Disability Services will make exceptions to this procedure. A student's access to DS records is governed by FERPA regulations; please ask your counselor for further information. As set forth in law and regulation, records may be inspected by regulatory, enforcement or evaluative bodies and may be released without your consent if so ordered by a court of proper jurisdiction.

Disclosure of Information

Faculty generally have no need to know specifically what your disability is; they must only be informed of the fact that you have a disability and have been approved to receive specific accommodations. However, information necessary to assure effective implementation of those accommodations will be shared with faculty when indicated. In many cases, it is to your benefit to disclose more complete information to a particular faculty member, such as your academic advisor, that will help them assist you. This might include a description of the nature of your medical condition or other disability or use of prescription medications and how those impair or affect your academic performance.

If you request that program staff consult with others on- or off-campus on your behalf, you will need to sign a release of information form specific to that person, agency or institution and which identifies the material to be disclosed.

By consenting to the terms of this agreement you are giving us permission to consult with appropriate staff of the Student Success Center on an as-needed basis, since that program has responsibility for coordinating many of our services. If you receive special testing arrangements; copies of class notes; textbooks or other course material in alternate format; or tests in an audio format or with the assistance of a reader or scribe, the Testing Services Director will be informed of your eligibility for those services and our staff will consult with the Student Success Center to ensure service delivery. A similar release of information exists by your signing this agreement if you are enrolled in Tech

Opportunities Program (TOP), as coordination of your individualized services is necessary. A copy of your “accommodation letter” will be provided to Testing Services and the designated TOP specialist as appropriate.

Questions about your responsibilities as a student, confidentiality concerns and/or the University’s Discrimination Grievance and Complaint Procedure should be addressed to Erin Ferrara, Disability Services Specialist, LRC 229C.

I have read and understand the above information and agree to this Services and Confidentiality Agreement and I acknowledge having received a copy of the “Rights and Responsibilities of Students with Disabilities” document.

Student Signature _____ Date

Printed Name _____

DS Staff Signature _____ Date