

Disability Services

Oregon **TECH**

Welcome!

Disability Services (DS) 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). DS is designed to provide accommodations that promote 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.

Applying for Disability Services (DS) Accommodations

Now that you are a student at Oregon Tech, it is your responsibility to identify yourself to DS as an individual with a disability and to request accommodations. The definition of an individual with a disability is found in Section 504 of the Rehabilitation Act and/or the ADA. 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.

Accommodations in Higher Education

Managing your accommodations 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).
- Professors are not required to modify assignments or routinely alter deadlines.

- Tutoring does not fall under accommodation requirements. If you would like tutoring, please contact Peer Consulting using the contact information at the end of this handbook.
- For each hour you spend in class, you typically need to study 2-3 hours outside of class.
- 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 to have access to your educational records, you will need to sign a release form. Ask your DS advisor on how to do so.

University Obligation

Oregon Tech has an obligation to confirm that students receiving accommodations 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 Obligation

Oregon Tech students who are seeking accommodations must register with Disability Services:

1. Complete the DS application for accommodation services in AIM, found in TechWeb:
 - a. Log into TechWeb, and enter “Accommodations” in the Search menu.
 - b. The “Accommodations” tile will appear.
Click on this tile and follow the instructions.
 - c. Please note that a complete application **must include supporting documentation**.
2. Alternatively, you may directly access the AIM webpage using this link:

<https://bachelor.accessiblelearning.com/OIT/>
3. Once your application and documentation are submitted, our staff will review your AIM profile and contact you to schedule an intake meeting. At the intake meeting, we will discuss your accommodations request, and how we can best help you to succeed at Oregon Tech.

For more information on the application process, please email access@oit.edu

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 gathered during the intake interview, and any other pertinent records.

Documentation Requirements

In order for DS staff to best determine your reasonable testing accommodations, you need to:

- Request your testing accommodations early in the term.
- Accommodations must be approved via AIM **at least three (3) business days before your first exam. Otherwise, tests will not be scheduled.**

Scheduling Exam Dates and Times

- You are responsible for scheduling your exams and quizzes in AIM. Please refer to the instructions that your DS advisor has provided to schedule your exams at the Testing Center at either the Klamath Falls or Portland-Metro campus. If you take classes at Chemeketa, Seattle, or online, this section does not apply to your classes.

You will take your exam at the same day and time as the class, unless there are circumstances which would prevent you from receiving your full accommodations. You must have instructor approval to take your exam at a different time than the scheduled class time.

Arriving for Exams

- Please arrive at the Testing Center on time. If you arrive late, you still have to finish your exam in the time allotted, likely resulting in less time to take your exam. If you arrive more than 10 to 15 minutes late, you may need your professor's permission before you can start your exam. If, due to excessive late arrival, you are not able to take your exam at that time, you will need to speak with your professor about make-up tests, but remember, they are not obligated to provide make-up testing, if you are late to your exam.
- 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 uphold the integrity of each exam that the student is taking. Please contact DS with any questions or concerns regarding testing policies.

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. 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 needs.

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 through AIM as soon as they register for classes each term.

Disability Services will strive to obtain alternative format materials from available vendors, as well as creating alternative format materials in-house, if needed. DS staff will need the publication information of your purchased book(s) to find their alternative format counterpart.

Alternative format course materials may be made available by each course instructor/professor.

If you have questions regarding alternative format services, please contact us at access@oit.edu

Communication Access Services

Any eligible individual who may or may not use American Sign Language (ASL) as a primary source of communication, may request interpreter services from DS. Disability Services has contracts with local ASL interpreters and agencies to provide ASL 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 will meet with you to discuss your communication needs and, once an interpreter has been secured, DS 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, DS staff will communicate with the person responsible for the event.

You are responsible for contacting DS 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 DS in a timely manner, may result in suspension of interpreting services. Services may be reinstated once you meet with DS staff to review DS policies and procedures and will be determined on a case-by-case basis.

Disability Services 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 DS staff for qualified interpreters.

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

Complaints alleging discrimination based on disability are to be filed within 180 calendar days 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 ADA Compliance Officer.

The ADA 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 ADA Compliance Officer shall remove themselves from the investigation, and a third party shall be designated by the President or the appropriate Vice President to conduct the investigation.

Visiting and Living on Campus

Campus Orientation

For students who are blind, have low vision, or mobility impairments, learning a new environment can be challenging. DS will assist these students in navigating Oregon Tech's campus, including accessible features such as ramps, curb cuts, handicap parking, etc. If you are interested in this service, contact DS prior to coming to campus.

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) 885 - 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, single room assignment, or those that will need special equipment, should contact DS at the earliest opportunity, to ensure your needs are met when you arrive on 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 and 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 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.

DS will determine, on a case-by-case basis, and in accordance with applicable laws and regulations, whether individual requests for Emotional Support Animals (ESAs) are reasonable accommodations. Please contact DS with your ESA request.

Medical and Mental Health Services

Integrated Student Health Services

The Integrated Student Health Center (ISHC), 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 similarly to a community primary care office. ISHC staff are able to diagnose, treat, and prescribe medication for everyday health issues, and can refer students to specialists for more complex medical concerns. Students experiencing an emergency are encouraged to go directly to Sky Lakes Medical Center, located across the street from Oregon Tech's campus, at **NO COST** for students who are registered for 6 or more credits, who have paid the Student Health Fee. Sky Lakes also provides low-cost medications, laboratory services, and minor procedures.

Medical Care Services Available at ISHC

- 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 ISHC, in front of the Sustainable Village on the Klamath Falls campus, and virtually for Portland-Metro students. 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.

Frequently Asked Questions

What are my responsibilities as a college student?

It is your responsibility to identify yourself to DS and to provide professional documentation of the disability 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 your responsibility to submit your request(s) via AIM for your selected class(es), **every term**. We highly recommend requesting your accommodations **prior to the first major assignment and/or exam**, as **we cannot grant any accommodations or services retrospectively**.

Students with disabilities take the same responsibility for their education as non-disabled students. This includes fulfilling the same academic standards and classroom expectations as your peers.

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, **college-level student must take the responsibility to contact DS** regarding their needs. Accommodations recommended, approved, and provided by Oregon Tech may differ from those 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 DS prior to the completion of registration.

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

Yes. However, there may be some delay in providing full accommodations, as you are expected to go through the same application process as all other DS students.

Will every student with a disability receive accommodations?

No. Legally, disability-based accommodations are granted on a case-by-case basis. Some students with disabilities will not need accommodations. DS will determine final accommodations based on documented, individual, needs.

Is there a charge for standard Disability Services?

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

What is the time frame for requesting accommodations?

We make every effort to provide our students with timely accommodations. To help us best serve you, please submit your application, documentations, and requests in a timely manner.

Where can I obtain documentation of a disability?

If you received accommodations during high school or at another institution of higher education, you can authorize the institution to release a copy of your most recent testing and/or medical information, describing your qualifying condition(s), and accommodations that were provided.

You can also request your medical and/or mental health provider to fill out our Provider Attestation Form, detailing how your qualifying condition(s) affect you, and what specific recommendations they made for academic accommodations.

Does Oregon Tech provide attendant care or transportation?

No. You are responsible for your own attendant and transportation, according to the ADA. Accessible public transportation is available to Oregon Tech.

I am transferring to another college, and they need my disability documents. How do I get those to my new institution?

You have 2 options:

- 1) Go into your AIM profile, and directly download your documents for your new institution.
- 2) If you no longer have access to AIM, or for any reason, cannot locate your documentation, complete “Authorization to Release Information”, which give us the authorization to send your documentation to your new institution. Contact your DS advisor for this form, and to provide us with the necessary contact information at your new institution.