



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 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.

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 Tutoring 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

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

Your supporting document should include the following:

1. Letterhead, date, and signature from a qualified professional or provider.
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.
5. Current and/or past accommodations received at other institutions.

Additional information to keep in mind:

- 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 have specific knowledge of the diagnoses and be qualified and experienced in diagnosing and treating the condition(s). It is essential that they have experience working with adolescent/adult populations.

- 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.
- 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, but DS reserves the right to request additional documentation if needed.
- How recent the documentation needs to be will depend upon the individual and the diagnosis. With that said, it is typically best for documentation to be dated no more than 3 years prior to the time the application was submitted. DS may request an updated version of documents if needed.

Evaluation reports themselves do not automatically qualify a student for registration or services with DS. All of the items listed above must clearly show the presence of a disabling condition, and clearly justify the need for reasonable accommodation. DS staff will make the final decision on whether reasonable and appropriate accommodations are needed and can be provided to the student.

Requesting Your Approved Accommodations

It is your responsibility to log into your AIM profile and request your approved accommodations at **the beginning of each term**. Once accommodations are requested and approved by DS staff, a notification letter will be sent to the faculty. Accommodations are in effect once approved by the faculty. If you have changes to your approved accommodations, you will need to meet with your DS advisor to discuss these changes, and submit additional documentation, as needed, before any updates can take effect.

If you have not met with DS 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, 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, substitution, or denial of accommodation.

**Please note that no accommodations and/or services can be provided retroactively.
PLEASE PLAN ACCORDINGLY.**

Available Accommodations and Services

Disability 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 DS 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 about you and your disability, the more collaborative the process will be.

Academic 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. DS will make a recommendation on testing accommodations based on the documented impact of the disability, with consideration of the student's self-report.

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.**

Using the Testing Center

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

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.

You will take your exam on 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 (access@oit.edu) with any questions or concerns regarding testing policies.

Testing Center Use Agreement

Both campuses have Testing Centers available to students who either:

- a) Qualify for a testing accommodation that the Testing Center meets
- b) Need to make-up a missed exam due to an excused absence

The Testing Centers are not intended to be used in lieu of a faculty member's presence during a scheduled exam or staffing for classroom proctoring. 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 or confrontational manner towards peers or staff
- Not bring food or drink into the testing area (allergy prevention); water is allowed
- Present your Oregon Tech student ID upon arrival (to verify identity)
- No personal electronic devices are allowed in the Testing Center; if you are allowed by instructor to have digital notes, it is recommended you save those notes to your OneDrive which can be accessed through the Testing Center computers (personal laptops, tablets, etc. are prohibited)
- 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 be available for your use.

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 with Disability Services 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 DS staff for assistance in procuring an alternative format from the publisher. DS 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/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.

Communication Access Services – Transcription Services

Any eligible individual who may or may not use ASL as a primary source of communication, may request transcription services from DS. Disability Services contracts with local transcription vendors to provide services at events and in settings such as classes, labs, meetings with faculty or staff, commencement ceremonies, and other Oregon Tech functions. Transcription 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 will meet you to discuss your communication needs, as well as delivery of edited notes following classes. After transcription services have been assigned, DS 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. Similar to arranging for ASL interpreter for events outside of the classroom, DS will communicate with the person responsible for the event to facilitate transcription services.

You are responsible for contacting DS 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 DS in a timely manner, may result in suspension of transcription 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.

Ergonomic Chairs

Some students may be eligible to use ergonomic chairs in the classroom. If you believe you are eligible, please indicate your request in your application, or contact your DS advisor.

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, DS will work with appropriate personnel to move classes to more accessible locations, as needed. If you need to access faculty or departmental offices in inaccessible areas, contact DS as soon as possible for potential alternatives that are accessible. Just like requesting any other accommodations, please plan ahead

and contact DS right away, if you anticipate any issues with structural accessibility.

Flexible Attendance Policy

If you have qualifying condition(s) that may affect your ability to attend class, such as episodic medical needs that require unforeseen hospitalization, please contact us right away. 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 condition (ex. common cold/flu; personal travel schedule).

If you have condition(s) that may require Flexible Attendance accommodation and you wish to use the accommodation, you are required to submit a Flexible Attendance / Flexible Due Date Agreement form. This form will allow you to make an agreement with your instructor so that you, the instructor, and DS staff are aware of the flexibility being provided if you experience an exacerbation of your condition. The link form will be provided to eligible students from the DS staff.

Flexible Due Date Policy

If you have chronic and/or recurrent conditions that may require due date accommodations, please contact DS right away. 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(s).

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 condition(s) that prevents meeting the established deadline.

If you anticipate, or have begun to experience, an exacerbation of your condition(s) which could lead to missing a deadline, notify DS right away. We make every attempt to grant accommodations in a timely manner, but some last-minute requests may not be met due to time limitations. We cannot grant anything 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: Extended time for assignments may not apply to group work or hard deadlines.

If you are approved for and you wish to use the Flexible Due Date accommodation, you are required to submit a Flexible Attendance / Flexible Due Date Agreement form. This form will allow you to make an agreement with your instructor so that you, the instructor, and DS staff are aware of the flexibility being provided if you experience an exacerbation of your condition. The link form will be provided to eligible students from the DS staff.

You will be responsible for submitting your assignment by the timeline established in the agreement, otherwise will be subject to the grade penalty outlined in the course syllabus.

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 for this accommodation. Contact DS with your questions.

Audio Note-Taking Software

Oregon Tech provides students with Microsoft OneNote and Texthelp Read&Write to provide audio note-taking services. 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 other use is a violation of FERPA and, potentially, state and federal law. All recordings need to be deleted from all of your devices at the end of the term.

Non-Academic Accommodations

In addition to academic accommodations, Disability Services also provides accommodations to students whose documented disabilities impact the non-academic environment. This can include specific housing accommodations and building/campus access accommodations.

Housing

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

Residence Life has specific deadlines for their processes that must be followed by students using approved housing accommodations. For more information, please [see the “Accessible Housing” section](#) below.

Building/Campus Access

Examples of Building/Campus Access accommodations includes 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

Disability Services provides the following services to students registered with our office:

Read&Write Software

In March 2024, DS Office purchased a campus license for Read&Write – an academic and assistive technology tool by Texthelp. The tool can be incredibly helpful for students needing assistance with organization/notetaking, reading comprehension, text-to-speech, dictation/speech-to-text, and other resources. [DS produced an informational Sway introduction to Read&Write.](#)

Equipment Loan Opportunities

Disability Services has some items (such as computers and tablets) available for loan. Supplies are limited, are provided based on need, and on a first-come/first-serve basis. Please contact us (access@oit.edu) if you are interested in equipment loans.

Services to Students with Temporary Impairment

Sometimes, temporary impairment will require short-term accommodations, including but not limited to fractures limiting functional mobility, or recovering from surgery. Services may include temporary classroom relocation, temporary access to assistive technology, temporary note-taking and/or exam accommodations, and accessible transportation and/or temporary disability parking. Please contact DS for more information.

Informal Accommodations

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

- English as a Second Language (ESL)
- Pregnancy
- Other Barriers

English as a Second Language (ESL)

Students with language barriers may require accommodation to equitably access their education. While this is not a disability related need, Disability Services will help to arrange accommodations for these students. Accommodations may include, but are not limited to extra time on exams, flexibility on assignments, and/or additional study tools.

Pregnancy

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 by the Disability Services Office. Informal accommodation(s) may be approved to support ongoing and/or changing needs. Examples may include, but not be limited to breaks, flexible attendance, and early access to and/or extension of assignment or exam dates.

Other Barriers

Other barriers are those that are not defined as a documented disability but limit student's access to services. Example: Student does not have a documented disability but cannot comfortably utilize furniture within the classroom and requires a plus sized chair from Disability Services.

Confidentiality and Disclosure

Oregon Tech is a very accepting community, and our faculty are committed to their

students' academic success. DS 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 faculty and instructors regarding your questions, depending on your comfort level.

DS functions on a need-to-know basis when it comes to disclosures: DS releases the minimum amount of information necessary in order to facilitate your accommodation requests. When you make a request through DS, you permit DS to disclose to your faculty that you have a condition 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, DS 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 purely up to you if you wish to disclose your qualifying condition(s).

DS 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 DS, no one except the DS staff has automatic access to your records. The DS staff is a part of the Division of Student Affairs on the Klamath Falls campus, and part of Student Services on the Portland-Metro campus and work very closely with other staff to make sure student accommodations are implemented effectively. As a result, Student Affairs/Student Services staff are considered part of the DS team, and pertinent student information may be disclosed to Student Affairs/Student Services staff beyond the need-to-know basis with faculty and staff outside of Student Affairs/Student Services.

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 condition(s) per ADA definitions. To facilitate our students receiving their accommodations, DS routinely confirms that our students have documented disabilities.

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 disclosing 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. DS does not provide full disclosure of disability documentation to faculty. If you would like to sign an authorization form for us to release your documentation to another institution for disability-related services, please see your DS advisor.

Grievance Procedure

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

We encourage our students to:

- Attempt an informal resolution of the complaint by bringing it to the attention of the person who has allegedly acted in a discriminatory manner, as well as information your DISABILITY SERVICES advisor of this situation as soon as possible.
- 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.

If you have any questions on the informal resolution process, contact your DS advisor and/or the ADA Compliance Officer.

The ADA Compliance Officer serves as a resource for potential student grievances, providing resolution, mediation, and investigation functions in the handling of complaints of discrimination based on disability. If you believe you were denied your rights to an accessible and equitable education based on your disabilities, you may file your grievance with Oregon Tech's ADA Compliance Officer.

To file a complaint or grievance related to discrimination based on disability, you must first have established yourself as a DS student, with documentation supporting your qualified condition(s). 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 a brief description of the alleged violation(s) of regulations and/or law. 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. If you need assistance in documenting your complaint, contact ADA Compliance Officer.

Members of the public who believe they have been subjected to illegal discrimination based on disability are urged to contact the ADA Compliance Officer. 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, the U.S. Department of Education, and the U.S. Equal Employment Opportunity Commission.

Formal complaint filing and resolution

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 are required on the Portland-Metro 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 ADAAA. 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. Students will need to have an established, on-going relationship with the provider recommending the use of an ESA as part of their treatment. Oregon Tech provides access to licensed counselors for full-time registered students. DS 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. [See the Assistance Animals Policy for more details.](#)

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.

Integrated Student Health Services (Klamath Falls)

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 can 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 (Klamath Falls)

- 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 (Klamath Falls & Portland-Metro)

Counseling services are offered at the ISHC, in front of the Sustainable Village on the Klamath Falls campus. At the Portland-Metro campus, counseling services are offered, as well. Check in the Campus Information Center (CIC) desk for assistance.

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.