



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.

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).
- 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 DTS advisor how to do so.

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 purpose 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 have the ability to 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 accommodations.**

Students are expected to check their Oregon Tech email at least once a week, and especially around important times during the term: Weeks before term starts, Midterms, Registration, etc.

Our Interactive Process & Appeal Procedure

Students must engage in our interactive process to be approved for reasonable accommodations 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, and 2) interactive conversation with the student through an Intake Appointment. Once those steps have been taken, the DTS office will review the information provided and determine as a team the reasonable and appropriate accommodation. 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 specific your unique needs and barriers.

Most DTS advisors can meet through a variety of ways including: 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 of scheduling.

Step #3: Decision

Following the Intake Appointment, your DTS advisor will present your request and the DTS team will discuss and determine what accommodation(s), if any, would be reasonable and appropriate. Your DTS advisor will contact you through your Oregon Tech email afterward with what has been decided by the team. An explanation will be provided for any accommodation that is not approved at that time, and what information is needed for reconsidering the decision.

This process better ensures equity in accommodation decisions by having the decisions made as a collective and rather than the sole decision of the assigned DTS advisor. It also helps our staff grow and develop, which, in turn, strengthens the quality of the service and support we can provide to students.

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 provided to the assigned DTS Advisor or sent to our general office email address: access@oit.edu
 - a. If you are providing additional documentation, that can be added directly to your AIM profile and is where we would strongly recommend additional documentation be provided
2. DTS team will review the additional information and reconsider the accommodation(s) that were previously not approved for any change due to the additional information
3. The DTS Advisor 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 intake

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 Disability Services 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.
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 “Welcome” 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 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. 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 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 – 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. It is typically best for documentation to be dated no more than 3 years prior to the time the application was submitted. 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.

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 any accommodation is requested in a course, a notification letter will be sent to the course faculty. 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 accommodations or contact DTS about concerns in implementation or if they believe the accommodation creates a fundamental alteration in the course. Note: faculty do not have the authority to determine fundamental alteration; these claims are reviewed by 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 accommodations, it is important that you request your accommodations 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 accommodations, 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, 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 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 about you and your disability, the more collaborative the process will be.

Academic Accommodations

For students who need academic accommodation related to their disability/condition, below are some of the 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.

Test Accommodation Policies

The purpose of a test 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 your testing accommodations early in the term or prior to the start of 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 prevent you from receiving your full accommodation. You must have instructor approval to take your exam at a different 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.

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. 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 start.

If you arrive on time, 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

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, 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 / Photo 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 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 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 DTS staff 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/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, 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 in a timely manner, may result in suspension of interpreting services. Services may be reinstated once you meet with DTS staff 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.

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 DTS. 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, 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. Similar to arranging for ASL interpreter for events outside of the classroom, 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 in a timely manner, may result in suspension of transcription services. Services may be reinstated once you meet with DTS staff 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.

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

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 via Oregon Tech email. 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; 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.

Flexible Due Date

If you have chronic and/or recurrent conditions that may require due date accommodations, please contact DTS 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 via Oregon Tech email. 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 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.

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.

Note-Taking Accommodations

Note taking accommodations are available to students who have a disability that impacts their ability to take notes.

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.

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, aside from your personal academic purpose or unauthorized distribution, 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

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 (HRL) office in the facilitation and support of students with approved housing accommodations. Students with disabilities who need accessible housing need to engage in our interactive process at the earliest opportunity. Be aware of deadlines set by the HRL office, as approved housing accommodations cannot be guaranteed after those housing deadlines have passed. Approved accommodations after that deadline are placed on a waiting list in the HRL office and placements occur on a rolling basis as space becomes available.

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.

See 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 accommodations 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

Disability Services 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 classroom relocation, temporary access to assistive technology, temporary academic accommodations, to name a few. Please contact DTS for more information.

If you are in need of temporary accommodation, you will need to register with our office and go through the same interactive process. However, 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. 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. 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 faculty and 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 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, 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 automatic access to your records. The DTS 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. 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 condition(s) per ADA definitions. To facilitate our students receiving their accommodations, DTS 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 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 to faculty. 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, contact your DTS advisor or our office for support.

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.

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/condition(s).

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.

While individuals with grievances may, by law, file their complaints at any time with external enforcement agencies, Oregon Tech and the DTS office encourages 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. Faculty 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 complaint must be filed with the ADA Compliance Officer (access@oit.edu). A formal complaint 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 the 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 Dean of Students or 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 are greatly appreciated.

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 DICE) 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 partners (ex. Campus Security, Admissions, 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 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.

Frequently Asked Questions

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

What are my responsibilities as a college student?

It is your responsibility to identify yourself to DTS 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.

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 DTS prior to accommodation being approved.

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 accommodations, as you are expected to go through the same interactive process as other students. Additionally, faculty have five (5) calendar days to implement approved accommodations from when they are notified. Further, accommodations cannot be applied retroactively – meaning that if you did not have an approved accommodation (or had not requested an approved accommodation) for Extra Time on exams, you cannot redo a finished/past exam using the accommodation.

Will every student with a disability receive accommodation?

No. Legally, disability-based accommodations are granted on a case-by-case basis. Accommodation is provided when a student's disability creates a barrier to the student's access. We will determine final accommodation based on documented, individual needs addressing specific barriers that you are experiencing.

When accommodation is not approved, we will provide the reason(s) why and can assist students with strategies, tools, and connection with other Oregon Tech services to support.

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 accommodation?

We accept rolling applications (year-round) to meet with our office for accommodation. We experience our busiest times in the few weeks prior to the start of a term and shortly into the start of the term; and then again around midterm and the weeks before Finals Week – when the volume of student inquiries is highest.

If you are an incoming student (or continuing student pursuing accommodations for the first time) for the Fall Term, we recommend contacting our office before mid-September

(July & August are typically best). September can get very busy for the start of the new academic year.

We make every effort to provide our students with timely accommodation. To help us best serve you, please submit your application, documentation, and requests in a timely manner, and be responsive when we contact you either for more information or to schedule an Intake Appointment. Typically, the process takes less than a week, when everything goes smoothly.

Where can I obtain documentation of a disability?

If you received accommodation during high school (ex. IEP, 504 Plan) or at another college/university, you should be able to acquire a copy of your most recent documentation describing your qualifying condition(s), and accommodation that were provided.

You can also request your medical and/or mental health provider to fill out our Provider Form, detailing how your qualifying condition(s) affect you, and what specific recommendations they made for academic accommodations. **Note: medical recommendations do not always guarantee approved accommodation.**

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

You can contact our office (access@oit.edu) from your Oregon Tech email account and request your documents be released to you in AIM. Our staff can perform that task and you can log into your AIM profile and download the documentation you provided to DTS. We can release anything that you provided to us and an eligibility letter from our office.

This communication and release must occur with your Oregon Tech email. We do not issue or release documents to personal emails or other methods where we cannot ensure your identity. If your Oregon Tech email has expired or you do not remember your credentials (username/password), you can contact the Oregon Tech Help Desk and they can assist you with resetting your access.