



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:

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

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- x 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

- x 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

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 persyte wiation needs ahingcs otS stt ah2 (di)18(er)o14 (om)7 (m2 (s)14

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

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

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.

