

Disability Services Student Edition

The Americans with Disabilities Act (ADA) defines a person with a disability as someone who has a physical or mental impairment that substantially limits one or more major life activities. This includes anyone who has a record of such an impairment, even if she or he does not currently have a disability, and people who do not have a disability but are regarded as having one. Students who meet these requirements with a diagnosed disability or a temporary injury are eligible for accommodation and services.

Need a Diagnosis?

For those in Butte, we recommend contacting [Mountain West Psychological Services](#), [Western Montana Mental Health Center](#), [We Care Behavioral Health](#), [Aware, Inc.](#), or [Psychiatric Consultants, Inc.](#) as a starting point. If you don't have insurance to cover medical appointments, we provide student health insurance through [Blue Cross Blue Shield](#).

Other organizations that may be helpful to you include [Ability Montana](#), [Disability Rights Montana](#), [Montana Disability and Health Program](#), [Rocky Mountain ADA Center](#), [Southwest Montana Aging and Disability Services](#), and [Vocational Rehabilitation](#).

Looking for Scholarships?

Students are encouraged to see our selection of general scholarships from Montana Tech's [Financial Aid office](#). We may also be able to nominate a student with a 3.0 or above GPA who plans to start at Tech

in a fall semester for the [Teresa Haven Scholarship for Students with Disabilities](#).

Other financial opportunities for students may include: [American Indian tuition waiver](#), [Award Montana](#), [Helena College](#), [Montana State University](#), [Reach Higher Montana](#), [Senior Citizen tuition waiver](#), and the [Western Undergraduate Exchange \(WUE\)](#).

Policies and Procedures

Accommodation Letters

Accommodations are not retroactive, nor do they carry over between semesters, and begin the day the instructor receives the Accommodation Letter. Letters are emailed to the student and their instructors via blind carbon copy (to maintain confidentiality), and students are encouraged to approach instructors before or after class or during office hours to discuss individual access needs using the Letter as an ice-breaker.

Students must contact Disability Services every semester to receive an updated accommodation letter, as accommodations may change from semester to semester. Faculty should disregard accommodation letters from previous semesters. Letters may also be issued or revised at any point in a semester.

Emotional Support Animals

Emotional Support Animals (ESAs), also known as Assistance Animals, are only permitted in the Residence Halls or campus apartments. Students who would like to bring a service animal into their student housing must complete the following process:

- [Register Your Assistance Animal](#)
- Submit documentation from a qualified medical professional verifying your need for an assistance animal to the Disability Services Coordinator

- If applicable, send updated vaccination records to the Disability Services Coordinator
 - Documentation and vaccination records may be sent via email, delivered in person, or sent by mail to:
 - Montana Technological University, Attn: Disability Services, 1300 W. Park St., Butte, MT 59701

English as a Second Language (ESL)

Students without a disability whose native language is not English are not eligible for accommodations from Disability Services. It is up to individual instructors whether they want to give the student extra time on assignments or exams. Disability Services strongly encourages instructors to give ESL students the extra time they need.

International students seeking support or services should contact the [Director of International Services](#).

Extra Time on Exams

Extended testing time accommodations begin at time and a half (ex. one hour in class, 90 minutes for the student). In rarer instances, students may receive double time if needed (ex. one hour in class, two hours for the student). The goal of extended testing time is to give students a reasonable amount of time to work through their disability and/or use their required tools/strategies, so they can demonstrate their knowledge. It does not guarantee a student will finish the test on time or remove the time pressure or anxiety of the exam.

Unlimited time on exams and/or assignments is not an appropriate nor practical accommodation, and may even be considered a fundamental alteration.

Flexible Attendance and Assignment Extensions

Assignment extensions are often not an appropriate accommodation; however, they will be granted under certain circumstances on a case-by-case basis. Students who feel they need extra time on assignments,

especially new students who have just graduated from high school, will first be referred to the Academic Success Coach within our TRIO department for one-on-one coaching in time management, study skills, and note-taking.

Unfortunately, the K-12 system does not prepare students for college as well as they claim, so in addition to preparing students for their chosen field or profession, we provide opportunities for students to learn valuable skills to help them make the best of their time here at Tech.

Flexible attendance is only granted on a case-by-case basis in certain circumstances. Classroom attendance is important for student success, as it offers opportunities for peer networking, interactions with professors, and engaging in dialogue (which helps students retain information), but we understand that some students' disabilities may prevent that.

Housing Accommodations

ADA Room - Requests for an ADA room can be made on the Room and Board Application, which can be found on a student's PURL (personalized URL) and is only available once she or he has applied for admission.

Housing Exemptions - All new students under the age of 21 are required to live on campus. However, exceptions can be made as needed. To request an exemption to this policy, submit this form to Residence Life.

Single Room - Single room requests on the basis of disability and/or mental health should be sent to the Dean of Students, along with documentation from a medical professional or counselor.

Pregnant Students

Complications from pregnancy may fall under Disability Services if it negatively affects a major life activity. Examples of such complications include pregnant women prescribed bed rest by physicians, or women who developed diabetes, mobility issues, high blood pressure, and/or depression while pregnant.

New mothers, whether students, staff, or faculty, are welcome to use the Wellness Room inside the Academic Center for Excellence (ACE). The room is a private, quiet space with seating and cleaning supplies. Moms are also permitted to borrow ACE's refrigerator and microwave as needed.

Outside of complications, the rights of pregnant and parenting students (mothers, fathers, and same-sex partners) fall under Title IX and [Human Resources](#).

Student Rights

- You have the right to equal access and participation in all campus programs, activities, housing, academics, dining, employment, and events.
- You have the right to request an accommodation that does not place an undue burden or fundamentally alter a course or program for consideration by Disability Services by engaging in an interactive process.
- You have the right to [report a campus accessibility barrier](#) for the institution to address.
- You have a right to [file a grievance](#) if you believe you have been discriminated against on the basis of your disability.
- You have a right to bring a trained service animal on campus.
- You have the right to privacy. All services are confidential unless you have given your written consent.

Student Responsibilities

- You are responsible for contacting Disability Services to request accommodations or notify us if an accommodation has not been implemented.
- You are responsible for submitting documentation from a qualified professional to receive accommodations.
- You are responsible for informing instructors of any conflicts related to your disability before or when they occur (i.e. arriving late, missing class, an assignment, and/or an exam) and for making up all missed work.
- You are prohibited from sharing classroom materials gained as a result of a note-taking accommodation (e.g. recording lectures, receiving instructor notes, etc.).
- You must follow all relevant policies if you are bringing an assistance animal into campus housing. For students with service animals, such animals must be trained.

Service Animals

Students may bring service animals to campus, so long as they are trained or in-training. Students are welcome to submit documentation or registration cards, but they are not required. Federal law dictates that service animals may be present anywhere on campus and in the residence halls, so long as the area is safe for them and they do not cause disruptions, damage, or injuries.

A service animal is defined as a dog or miniature horse that is trained to do work or perform tasks for the benefit of someone with a disability. If a dog or miniature horse meets this definition, it is considered a service animal regardless of whether it has been certified or licensed by a training program or by a state or local government.

Students with disabilities may bring their service animal anywhere on campus, except for areas that would be dangerous for an animal, such

as labs where they may be exposed to harmful chemicals. Federal law does not require the individual to provide documentation that an animal is trained as a service animal.

Though it is not mandatory, Disability Services encourages students to identify their service animal with a vest, harness, leash, or backpack while on campus.

Temporary Injuries

Temporary injuries with an anticipated duration of six months or less are not considered disabilities under the Americans with Disabilities Act (ADA), and therefore are not usually eligible for accommodations. Examples of such conditions include broken or sprained bones or surgeries that only require a few weeks to a few months for recovery. Such conditions qualify for accommodations if they become severe, or if they last more than six months. However, Disability Services recognizes that temporary injuries may impede students' academic progress, and we may be able to help.

The first step for any student with a temporary injury is to contact your faculty. Explain how your injury might impact your academic performance and provide information on the expectations, limitations, and recovery time given to you from a medical professional. Students and faculty should work together to discuss options and develop a plan to implement any temporary adjustments needed regarding attendance, assignments, and/or exams.

Students and faculty may contact Disability Services for extra support or guidance, especially if the temporary injury limits the students' mobility around campus, or if the injury becomes more severe and/or lasts more than six months. Students are also recommended to inform their academic advisors about any impacts on academic progress.