

Disability Services 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. Students must contact us every semester to receive an updated letter. Letters may also be issued or revised at any point in the semester.

Assistive Technology

Montana Tech offers free access to the following resources:

- [AccessText](#)
- [Bookshare](#)
- [Read&Write](#)
- [SmartPens](#) & [C-Pens](#)
 - For help using a Livescribe SmartPen, see North Idaho College's [helpful instructions](#).

Other free, non-affiliated options include:

- [Balabolka](#) (eBooks & audiobooks)
- [NaturalReader](#) (eBooks & audiobooks)
- [Overdrive](#) (eBooks & audiobooks)
- [Project Gutenberg](#) (eBooks & audiobooks)
- [TTSReader](#) (eBooks & audiobooks)

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)

Lacking fluency in English is not considered a disability. It is up to individual instructors whether they want to give the student extra time on assignments or exams, and we strongly encourage instructors to give ESL students the extra time they need.

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

Extra Time on Exams

Extended testing time accommodations begin at time and a half. In rarer instances, students may receive double time if needed (ex. one hour in class, two hours for the student). Extended testing time gives students a reasonable amount of time to work through their disability and/or use their required tools/strategies to effectively 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 may be granted 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 peer coaches for one-on-one help in developing time management, studying, and note-taking skills.

Flexible attendance is only granted on a case-by-case basis under 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. Students with this accommodation are responsible for coordinating with instructors to make up any missed work.

Housing Accommodations

ADA Room - Requests 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 us if it negatively affects a major life activity. Examples of such complications include pregnant women prescribed bed rest by physicians, or women who developed

conditions such as diabetes, mobility issues, high blood pressure, and/or depression while pregnant. Outside of complications, the rights of pregnant and parenting students (mothers, fathers, and same-sex partners) fall under [Title IX and Human Resources](#).

New mothers on campus 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 and access to a refrigerator and microwave.

Release of Information

Students must give [written consent](#) in order for us to release confidential information to parents or a third-party organization.

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

Though temporary injuries with an anticipated duration of six months or less are not considered disabilities under the ADA, they may still be 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.

The first step for any student with an injury is to contact your faculty. Explain how your injury impacts your academic performance, provide information on the expectations, limitations, and recovery time given to you from a medical professional, and work together to develop a plan to make up any missed work and implement any temporary accommodations needed regarding attendance, assignments, and/or exams. You may contact us for extra support or guidance as needed.

Vaccine Exemptions

We approve certain vaccine exemptions for students in our Nursing and RadTech programs. Students seeking exemptions to certain vaccination requirements must submit the [vaccine exemption form](#).

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.