

Disability Services Resources for Students

Our Mission

Disability Services strives to reduce accessibility barriers on campus and provide reasonable accommodations to students with disabilities.

Who Qualifies?

Students with registered disabilities and students with temporary injuries (e.g. surgery, concussion, broken limb, etc.) who are enrolled at Montana Tech and/or Highlands College. Students with severe symptoms of long COVID and students who are pregnant may also be eligible. Medical conditions or emergencies unrelated to disability, such as a death in the family, a sick spouse or child, or absences related to COVID-19 (quarantine, self-isolating, positive COVID-19 test, etc.), do not fall under the scope of Disability Services.

Campus Location

Disability Services is located in the Student Success Center (SSC) 3.137 within the Academic Center for Excellence (ACE). The Disability Services and Accessibility Coordinator can be reached at 406-496-4428 or by [email](#). Students with disabilities enrolled in Highlands College should contact Disability Services to arrange for accommodations by phone or email, or to schedule an in-person meeting at the South campus.

Confidentiality

Student disclosure of a disability is voluntary. Data is collected when applying for Disability Services for the purpose of reporting demographic information, but student identity remains anonymous.

Montana Tech considers disability-related information as confidential material. The information will not be released except in response to a student's request or written authorization to assist a student with an education-related issue, or as permitted under certain circumstances per legal guidelines.

Definition of Disability

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 individuals who do not have a disability but are regarded as having a disability.

Long COVID

Students suffering the effects of Long COVID may be eligible for services, depending on the severity and length of the symptoms. According to the [Center for Disease Control and Prevention](#) (CDC), commonly reported Long COVID side effects include:

- Difficulty breathing or shortness of breath
- Symptoms that worsen after physical or mental activity
- Tiredness or fatigue that interferes with daily life
- Depression
- Anxiety
- Difficulty thinking or concentrating
- Arrhythmia (heart palpitations)

Pregnancy

Complications due to pregnancy may fall under Disability Services if it negatively affects a major life activity. Examples of such complications include pregnant women who have been prescribed bed rest by physicians, or women who have developed diabetes, mobility issues,

high blood pressure, or depression while pregnant. Pregnant students that need an accommodation for such complications should contact Disability Services.

Outside of complications, the rights of pregnant and parenting students (mothers, fathers, and same-sex partners) fall under Title IX. If a student is pregnant and feels she has faced discrimination because of it, she may file a grievance with the [Title IX Coordinator](#).

Temporary Injuries

Students who acquire an injury while enrolled at Montana Tech, whether it be on or off campus, may be eligible for temporary accommodations. Such conditions include broken bones, concussions, or recovery from a major surgery. Contact Disability Services for more information.

Testing Anxiety

Testing anxiety on its own does not count as a disability. If a student does not have a disability and is experiencing test anxiety, the [Academic Center for Excellence \(ACE\)](#) offers tutoring or coaching to help students manage it.

Accommodations

Accommodation requests must be reasonable. "Reasonable" is defined as an accommodation that does not constitute an undue burden or require a fundamental alteration of a course or program, and is provided on a case-by-case basis based on individual access needs. Reasonable accommodations exist to provide access. It is not special treatment, nor can it guarantee success, and students with disabilities must be held to the same academic and procedures standards as students without disabilities.

Fundamental Alterations and Undue Burdens

An accommodation may not fundamentally alter a course or program, nor cause an undue burden on the student or instructor. Students with disabilities must be held to the same academic standards as their peers. If an accommodation is deemed a fundamental alteration or an undue burden, Disability Services will work with the appropriate resources to find an alternative solution.

Applying for Disability Services

The application process is a three-step process. Students must inform Disability Services of their disability and submit verification to receive accommodations and services. Ideally, students should apply at the beginning of the semester.

1. Fill out and submit the confidential [Disability Services Application](#).
2. Review and submit the [Student Consent Agreement](#).
3. Submit documentation from a qualified professional.

Documentation

A licensed or certified medical professional, such as a physician, specialist, or counselor, must provide documentation that verifies the student's disability and shows professional credentials. While IEPs and 504 plans are accepted, Disability Services encourages students to submit new or updated documentation. Review the [Documentation Guidelines](#) for further information. Submit documentation via [email](#), fax (406-496-4757), in-person to SSC 3.137, or mail to:

Montana Technological University
Attn: Disability Services
1300 West Park Street
Butte, MT 59701

Disability Services encourages students to contact their providers for documentation and then submit that documentation to the

Coordinator themselves. Students caught falsifying documentation will receive appropriate disciplinary action

Montana Tech does not pay for services that meet documentation requirements. If a student needs a diagnosis, contact [campus counseling services](#), [Mountain West Psychological Resources](#), or the [North American Indian Alliance](#) (Indigenous students only).

Interactive Process

It is the responsibility of each student to inform both Disability Service and instructors of access needs. Disability Services works in conjunction with instructors and students to assist with the implementation of reasonable accommodations listed in the Accommodation Letter, and maintains on-going communication to ensure access.

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 instructors, 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.

International Services

International Students

As students at Montana Tech, international students with disabilities are eligible for accommodations and services. International students

must follow the same application procedure as domestic students. Documentation for international students may be submitted by a licensed physician or counselor from their home country, or they may visit with a licensed professional in the United States to receive a diagnosis and documentation. International documentation must be submitted in English. International students without disabilities seeking accommodations should contact the [Director of International Services](#).

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 or not 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.

Student Rights

In addition to the policies and procedures of Montana Tech, the following federal legislation applies to Disability Services:

- [Americans with Disabilities Act](#) (ADA)
 - [Amended](#) in 2008)
- [Rehabilitation Act of 1973](#), Sections 503, 504, and 508
- [Fair Housing Act of 1968](#)
- [Family Educational Rights and Privacy Act](#) (FERPA)
- [Montana Human Rights Act](#)

As a student with a disability, you have the right to:

- Equal access and participation in all aspects of campus life, including, but not limited to, programs, activities, housing, academics, dining, employment, and events.
- Request an accommodation and have it considered by Disability Services.
- [Report a campus accessibility barrier](#), such as a broken elevator or wheelchair lift, an inaccessible website, a blocked access ramp, or

a member of the campus community refusing to make a reasonable accommodation, so that it may be addressed by Disability Services.

- [File a grievance](#) if you believe you have been discriminated against on the basis of your disability.
- The use of a service animal on campus.

Student Responsibilities

Communication

In addition to submitting the required forms and documentation, students are responsible for adhering to important deadlines, processes, and procedures to obtain approved accommodations. Students are responsible for contacting Disability Services if accommodations are not implemented in a timely manner, if there is a change in accommodation needs, or if an accommodation cannot be implemented. Upon notification, Disability Services will work with the student and appropriate personnel to resolve the issue.

Flexible Attendance (FLEX)

Students with Flexible Attendance (FLEX) are responsible for informing instructors of any conflicts before or when they occur (i.e. arriving late or missing class due to testing accommodations, test sessions occurring simultaneously, etc.), and for making up all missed work and exams.

Recording Materials

Students are prohibited from sharing classroom materials gained as a result of an accommodation (e.g. recording lectures, receiving instructor notes, etc.). Sharing classroom materials is a violation of the Conduct Code, and violations will be reported to the Dean of Students.

Testing Center

The ACE Testing Center has a strict policy where no cell phones, smart watches, or other electronics are allowed inside the testing rooms

unless authorized by the instructor or by Disability Services as an accommodation. Students are required to leave all of their belongings with the proctor and are only allowed to bring materials permitted by the instructor into the testing room. The proctor will report any student caught violating this policy to the instructor.

Accessibility on Campus

Accessible Parking

Disabled parking spaces can be found all over campus. Refer to the [Accessibility Map](#) for exact locations.

Students may request a temporary disabled parking pass from Business Services, located within Enrollment Services in the Student Success Center (SSC) 3.127. The pass is valid for 30 days, but enrolled students must also purchase a Montana Tech parking pass. Those seeking a permanent disabled parking pass must [apply](#) for one with the Montana Department of Justice Motor Vehicle Division.

Assistance Animals

Also known as “Emotional Support Animals”, an assistance animal is an animal that assists or provides emotional support to alleviate the symptoms of a disability. Unlike a service animal, an assistance animal does not require any training, must remain in the students’ housing, and is not limited to dogs.

Students who require assistance animals and are living on campus should contact Disability Services as soon as possible to avoid student conduct violations. The application is a 3-step process:

1. Submit the [User/Owner Agreement](#).
2. Have a counselor, physician, or other licensed professional who can verify the students’ need for an assistance animal on campus by completing the [Verification Form for An Assistance Animal](#).

3. Submit proof of a completed wellness exam, including current vaccination records (if applicable) from a veterinarian.

See Montana Technological University's [animal policy](#), the [Service Animal Reference Guide for Students and Employees](#), and the [Do's and Don'ts](#) for interacting with animals on campus.

Housing

All first-year students who are under the age of 21 are required to live on campus. To be exempt on the basis of disability, apply to Disability Services, and submit a [request for a housing exemption](#).

Medical Marijuana

While the medical and recreational use of marijuana is legal in the state of Montana, it is illegal to use, distribute, or possess it on campus. Montana Tech complies with the [Safe and Drug-Free Schools and Communities Act](#) and the [Drug-Free Workplace Act](#). Disability Services does not allow marijuana use as an accommodation, and students caught with marijuana will receive appropriate disciplinary action.

Service Animals

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. Disability Services encourages students to identify their service animal with a vest, harness, leash, or

backpack while on campus. For more information, see our [Animal Reference Guide for Students, Staff, Instructors, and Visitors](#).

Web Accessibility

Montana Technological University is in the process of making our campus more accessible, physically and electronically. Our website accessibility plan includes meeting WCAG 2.0 AA Standards, ensuring all documents pass accessibility checks, and making sure all web forms are accessible. If a student with a disability has a specific accessibility request, the university will make that content available in an accessible format within a timely manner. [Disability Services](#) welcomes your feedback and comments!

Wheelchair Rental

If a student needs to borrow a wheelchair, contact Student Health Services at 406-496-4243.