

OTC Disability Support Services: Release, Rights, & Responsibilities

Preferred Name, Pronouns & OTC ID _____

I release OTC's Disability Support (DSS) staff to speak with OTC personnel and external parties, such as parent, partner or guardian regarding my academic accommodations subject to the following qualifications:

- The purpose of communication is to inform educational and financial decisions related directly to my role as a student at OTC;
- DSS staff will comply with the Family Educational Rights and Privacy Act (FERPA).
- My qualifying conditions, physical or mental, medical diagnosis, symptoms, past accommodations, medical prognosis, and all other medical information not needed for implementation of my agreed upon academic accommodations will not be shared or disclosed without my prior informed and written consent unless there is potentially danger to myself or other occupants of OTC's facilities. When possible, I will be notified of this disclosure and OTC staff who have been granted access to the student's disability-related information.
- I am primary contact with instructors, navigators, Financial Aid advisors, and all other personnel within the college as it relates to my academics, financial aid, admission and enrollment.
- It is my responsibility and my discretion to pass on my Accommodation Letter to any party at OTC. I understand DSS staff cannot act on my behalf without this distribution or direct permission from student.
- I will be identified as working with DSS in OTC databases, including but not limited to case management software.
- Please list external parties (name and relationship): _____

Signature & Date _____

Right to be free from discrimination and harassment (ANTI-BULLYING)

- OTC is committed to providing equal opportunities for all persons and does not discriminate or retaliate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, disability, citizenship or legal immigration status, veteran status, genetic information or any other status protected by federal, state and local laws ("protected status"). This extends to admissions, employment, services, and educational programs and activities that the college operates (collectively "programs and activities").
- Students and OTC personnel have the right to be free from discrimination. Discrimination is the adverse treatment of an individual based on protected status.
- Students and OTC personnel are responsible for their harassment-free environment. Harassment is unwelcome verbal, non-verbal, or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or other members of the college community, including third parties, because of a protected status.
- OTC campuses, centers, online platforms, and community events are bully-free environments. Students should report possible Policy 3.01 violations to the appropriate college authority(ies). Student concerns should be reported to OTC's ADA/Section 504 Coordinator, Kevin Luebbering, at 417-447-8188 or luebberk@otc.edu.

- All OTC employees, including DSS staff, must report alleged discrimination and harassment to the proper OTC authorities.

Signature & Date _____

Student Responsibilities:

Students wishing to obtain accommodation(s) through OTC’s DSS Office must abide by OTC’s Student Disability Accommodation policy, 2.75. A copy of this policy is included with this signed release. A student is required to follow all provisions and requirements in OTC Policy 2.75. A non-exhaustive summary of the student’s responsibilities are listed below:

- Responsibilities of DSS students are to actively participate in all DSS processes, including but not limited to intake, distributing Accommodation Letters, consulting with faculty and staff, and returning loaned technology;
- Students agree to provide professional documentation related to their request for an academic accommodation(s) available in college;
- Students may agree or disagree with accommodations proposed for their plan. Student has the right to refuse or not use any accommodation(s) or discontinue services;
- Students are responsible for properly scheduling their exams according to DSS guidance. The student must contact their instructor with any exception requests;
- Students should engage civilly and collaboratively in all processes and communications.
- Students found to be abusing or misrepresenting the nature of their accommodations may be subject to OTC’s Academic Integrity policy and OTC’s Student Code of Conduct;
- Students should be aware that accommodations may be updated, especially when entering a selective program. The program director and/or representative is responsible for working with the student and DSS staff to create an accommodation plan that will not fundamentally alter the nature of the program, course, service and/or activity;
- Student wishes to contest the denial of accommodation by DSS staff, they are encouraged to discuss the denial with the DSS staff member. If they are unsuccessful in their discussions with the DSS staff member, the student may report their grievance to the ADA/Section 504 Coordinator, Kevin Luebbering, at 417-447-8188 or luebberk@otc.edu;
- Students must return all loaned technology at the end of each semester or when they are no longer enrolled in their course(s). Student accounts will be charged for replacement costs. Loaned technology is for the purpose of academic work and OTC’s IT Acceptable Usage Policy does apply;
- Students are responsible for their success in courses. Be an active participant in class, be aware of academic support resources, be open to new experiences, and use technology responsibly.

Signature & Date _____

Disability Support Services Personnel Responsibilities:

- Operate within OTC’s Student Disability Accommodation Policy and Procedures.
- Provide our students with ongoing support. We will collaborate with faculty and staff regarding essential course and/or program requirements and reasonable accommodations.
- Recommend and facilitate reasonable accommodations in a timely manner.
- Email an Accommodation Letter which lists the student’s specific accommodations each

semester in which the student is enrolled.

- Offer dedicated testing space and/or coordinate with programs and faculty to ensure accommodations are provided during exams and quizzes.
- Consider student's proposed accommodations and thoroughly explain when accommodations are denied.
- Explain the way(s) accommodations may be accomplished in different courses, programs, classroom settings, etc.
- Be patient and communicate politely with all parties involved in our students' education.
- Assist students in developing their self-advocacy and negotiating post-college real-life scenarios.

DSS Signature & Date _____

Links to Student Handbook and the policies discussed above:

Anti-Discrimination Statement (with contacts) about.otc.edu/anti-discrimination-statement/

Anti-Harassment and Anti-Discrimination 3.01 about.otc.edu/policies/3-01-discrimination/

Student Handbook catalog.otc.edu/content.php?catoid=14&navoid=1575

Student Disability Accommodation 2.75 about.otc.edu/policies/2-75-student-disability-accommodation/

Personally Identifiable Student Records 4.02(e) about.otc.edu/policies/4-02-e-personally-identifiable-student-records/

Animals on College Property 4.11 about.otc.edu/policies/4-11-animals-on-college-property/

Proctored Events for Online Courses 2.21 about.otc.edu/policies/2-21-proctored-events-for-online-courses/

DSS Exam Request <https://academics.otc.edu/disabilitysupport/student-forms/exam-request/>

Grievance Procedure 5.17 about.otc.edu/policies/5-17-grievance-procedure-for-students/

Information Technology Acceptable Usage Policy 4.09 <https://about.otc.edu/policies/4-09-information-technology-acceptable-usage/>