INTRODUCING ACES

Access and Campus Equity Services

A C E S

Access & Campus Equity Services

facilitates access to Oregon Tech programs and services for individuals with disabilities through accommodations, education, consultation, and advocacy.

ACES
Access & Campus Equity Services
Contact us at
access@oit.edu

0:00 / 2:10

How to Apply for ACES Services using Accessibility Information Management (AIM)

ACES is proud to provide Accessibility Information Management (AIM) software to assist with student accommodations. AIM is an online tool that allows students to register with ACES, apply for accommodations, and request accommodations each term. Accommodations include academic, housing, and service animals.

To **start an application** in AIM, follow the instructions in the **first document**.

📄 How to Register for ACES in AIM.pdf
📄 Provider Attestation Form.pdf
📄 How to Request Your Accommodations.pdf
📄 AIM Student Exam Scheduling.pdf

Have questions?

Email us at **access@oit.edu**

Schedule an Appointment with the ACES Specialist

Jamie Irish

ACES Specialist

- Portland-Metro
- Klamath Falls
- 503-821-1305
- Send Email

Access & Campus Equity Services

> Resources for Faculty & Staff
> Service Animals & ESAs

THE ACES PROCESS

Step #1 — Students Access Accessible Information Managment (AIM) in TechWeb

Step #2 — Students Apply for ACES & Upload Supporting Documentation
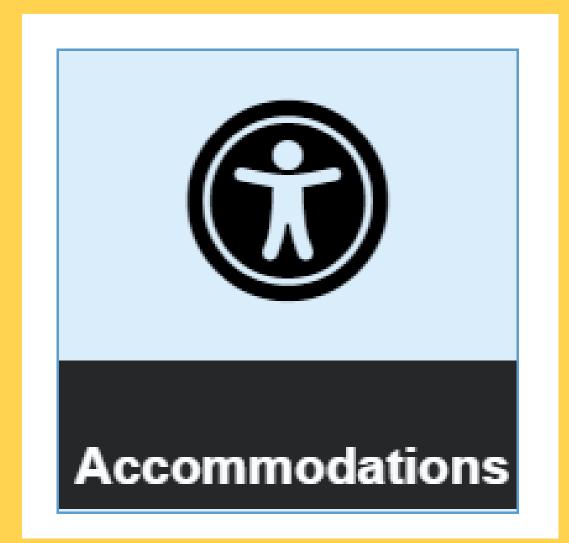
Step #3 — Intake Is completed With ACES Staff Member

Step #4 — Eligibility & Faculty Notification Letters Are Sent

Find AIM in TechWeb

🔍 Accommodations ✕

Accommodations

WHAT DO WE NEED FROM FACULTY?

Faculty Notification Letters → **Alternative Testing Agreements**

When a student completes the intake process, faculty will receive a Notification Letter detailing the student's eligibilities.

Any questions or concerns about an accommodation can be directed to access@oit.edu.

For Alternative Testing Accommodations, faculty will need to fill out the <u>Alternative Testing Agreement.</u>

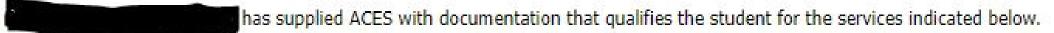**Example of Faculty Notification Letter & Link to Alternative Testing Agreement**

Email Body

Winter 2022 - ██████████████████████████

Based on faculty requests, Access & Campus Equity Services (ACES)
provides a notification letter regarding a student with disabilities that is enrolled in the course noted above.

Please read carefully the information pertaining to specific
accommodations for the student listed below. If requested, your prompt response
will ensure that Oregon Tech is in compliance with Federal Statutes.

Important Notice: The information in this letter is strictly confidential!

████████████████ has supplied ACES with documentation that qualifies the student for the services indicated below.
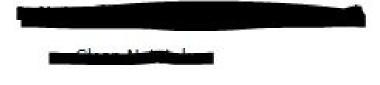
The purpose of providing accommodations is to ensure that the student has an equal opportunity in the class. However, the University is not required to modify any essential requirements in the program of instruction or to provide accommodations when the request poses an undue hardship. If you have questions regarding issues of requirement or hardship, please contact ACES at access@oit.edu

It is the student's responsibility to contact you to discuss accommodations. Please respect the student's right to confidentiality and limit your discussion of student's disability or accommodations to private conversations with him/her. It is the student's decision whether to share specifics about their disability.

Specific accommodations the student is eligible to receive:

1. **Alternative Testing** (Read More)

   o Extra Time 1.50x

   o Reduced Distraction Environment
     Provision of a reduced distraction environment for exams and quizzes.

   ████████████████████████
   ████████████████

Alternative Testing Agreement (or copy and paste the following link to your browser:
https://bachelor.accessiblelearning.com/OIT/TestingAgreement.aspx?ID=12645&CID=79511&Key=FL6ixPoi)

Alternative Testing Agreements

Alternative Testing Agreement

1. **I understand and agree to the ACES AIM Testing Agreement** *

   ○ Click here to agree.

   Additional Note or Comment

Exam Type(s)

Please list REGULAR CLASS EXAM LENGTH without extended time accommodations

Exam		Minutes
Final		Minutes
Midterm		Minutes
Quiz		Minutes

Additional Information

Instructor Phone Number *:

Note: Please provide us with a phone number to contact during exam.

Additional Note:

Submit Alternative Testing Agreement

When completing the Alternative Testing Agreement, faculty should input the original time for the exam. AIM will automatically determine how much extra time to provide to students.

In the "Additional Note" section, faculty should include any requirements or conditions for their exams. For example: students are not allowed to use a calculator, please allow scratch paper, etc.

Once this is completed, students can schedule their exams/quizzes in the Testing Center.

Lastly, upload the exam into AIM and a proctor will print it out for the student if needed.

MORE INFORMATION FOR FACULTY

Recommendation for Syllabus Statement

It is the responsibility of the student with a qualifying condition to contact Access & Campus Equity Services (ACES) and discuss their eligibility for assistance or academic accommodations. However, some students may be unaware of their rights to ACES services. We recommend our faculty to include the following statement in their syllabi, in order to encourage students to contact ACES staff regarding their accommodations:

"If you believe you have a condition that qualifies you to receive academic accommodations, please contact Access & Campus Equity Services (ACES) to discuss your eligibility, at access@oit.edu"

Faculty have the right to:

- Maintain the fundamental nature of their course content and objectives
- Consult with ACES staff if an accommodation seems unreasonable
- Request an official accommodation letter from ACES before providing accommodations

Faculty have a responsibility to:

- Ensure full access for students with disabilities by responding to a student's need or request for accommodations in a timely manner
- Work with ACES to provide requested accommodations
- Implement best practices for teaching diverse learners
- Maintain confidentiality of students who disclose a qualifying condition
- Include a syllabus statement on how students can access accommodations

QUESTIONS?

Contact ACES

access@oit.edu

Jamie Irish, ACES Specialist
jamie.irish@oit.edu