

## Alternative Format Policy and Procedure

### Student Responsibilities

1. Register with Disability Services by following the appropriate procedures.
2. Provide Disability Services with appropriate documentation validating the request for materials in alternative formats.
3. Since the time it takes to find or convert a document will depend on a variety of factors, requests for textbooks and/or course materials in alternative formats should be made **as soon as possible**. Failure to notify Disability Services within a timely manner may mean that Disability Services is unable to arrange the services with the time provided, but will not:
  - a. Preclude the student from making the request, or
  - b. Prevent Disability Services making its best effort to provide the service in the time provided.
4. Complete and submit the Reading Materials Form located within the AIM database under Alternative Formats.
5. Purchase a copy of each textbook or course packet for which an alternative format is requested. Provide Disability Services with a copy of the receipt to validate proof of purchase. (This action is a copyright requirement. Alternative texts cannot be provided to a student who has not purchased the text).
6. Meet with your professors to:
  - a. Determine which textbooks and other reading materials you will need to have provided in an alternative format;
  - b. Determine when materials will be needed in class;
  - c. Ensure the professors are aware that the quality of original materials is essential to successful document conversions. Inform them that if they have questions, they can contact Disability Services.
7. If Disability Services is not able to find an alternative format text through our resources, you will need to provide the office with a copy of the book(s) you need.

Disability Services will unbind the book and convert it into an electronic format for you. Disability Services will not be responsible for re-binding the book.

8. As soon as possible, provide Disability Services with a copy of the course syllabus for each course in which document conversions are requested.
9. Notify Disability Services immediately if there are any changes in the status of a request, class schedules, course requirements, alternative format needs, or if some or all the readings for a course are no longer needed or if the course is dropped.
10. Retrieve your alternative format materials from Disability Services.
11. Inform Disability Services if there are any problems with the alternative formats.
12. Return and/or delete all alternative format materials by the end of the semester or once the materials are no longer needed for their respective courses.

### Disability Services Responsibilities

1. Verify that a student who requests alternative formats is registered with Disability Services and eligible to receive this accommodation.
2. Train students to fill out the Reading Materials Form when necessary.
3. Verify proof of purchase of any texts when necessary.
4. Acquire or create an alternative format of the text(s) requested in a timely manner. Every effort will be made to find textbooks that are already available in accessible formats. Texts that are not already available in alternative formats will be converted **when possible** to the student's preference. Disability Services reserves the right to provide students with other types of alternative formats as necessary to provide access. In such cases, Disability Services will ensure that the format is accessible to the student. Students will be notified and involved in the process of deciding the best option.
5. Contact the student to inform them that the alternative text is available and how they should acquire it. If alternative format text is being provided in installments, Disability Services will notify the student when the next section is completed and available.
6. Assist with problem resolution if the student experiences difficulties in accessing or using the format provided.
7. Promote student independence by offering training to students in the use of technologies to convert and access their own materials.

8. Collect all materials on loan to the student by the last day of finals in the semester, if necessary.

## Copyright Notice

Copyrighted materials provided or reproduced in an accessible format by Disability Services for a student with a disability may not be copied, shared, distributed, or sold, except in accordance with the provisions of the copyright laws.

## Agreement

I hereby certify that I have received, read, and agree to abide by the Alternative Format Policy and Procedure. I understand that this agreement will remain in effect as long as I am a student at UHCL.