

UNCSA Learning Resources

ALTERNATIVE FORMAT SERVICES

PURPOSE

To ensure equal access to course materials for qualified students with disabilities who are eligible for textbooks and other course materials in alternative format (including but not limited to Braille, large print, E-Text, and recorded textbooks).

ELIGIBILITY

Alternative Format services will be provided to students who have a verified disability and whose disability related limitations prevent them from accessing print in its standard or published format. Student must be registered for Accessibility Resources at UNCSA.

POLICY

Disability Resources cannot produce another copy of any material that is copyrighted. Copyrighted materials converted to an accessible medium will only be dispersed when the student supplies the text and the original receipt. Such conversion will remain property of UNCSA-Learning Resources.

Textbook/print conversion is a time-intensive process, especially for technical subject matter. To ensure the availability of these accommodations from the first day of class, students must provide qualifying disability documentation to the office of Learning Resources and follow specified procedures. In converting printed text into an alternate medium, staff from the office of Learning Resources will try to honor the student's request for a preferred medium. However, depending on the date the material is presented, the quality of the printed material, the volume and the expected time for return, the office of Learning Resources will make the decision as to which medium would be most expedient in converting the material. Additionally, producing materials in multiple mediums (e.g. e-text **and** audio tape) will be considered on an individual basis, and will be dependent on time and resources.

1. Alternative format services may be provided for eligible students with disabilities who would benefit from this service in the instructional setting. Students must be registered in the course for which they are receiving alternative media. Services also apply to audited classes, assuming the student has followed university guidelines for auditing a course. The student must provide written evidence of approval for the audited class.
2. Students utilizing alternative format services are responsible for providing the course textbook, copies of the course handouts and materials for each class in which alternative formatting is requested in a timely manner. Late requests will be processed on a first-come, first-served basis according to the date the Alternative Format form is submitted. Eligible students are also encouraged to request from their instructors all course materials, including handouts and tests, in e-text (on disk or via e-mail)
3. Students are responsible for informing Learning Resources whenever changes occur that affect the students' need for alternative format.
4. E-texts, tapes and CD will be used solely for the eligible student's own educational purposes and may not be shared, copied or duplicated for use by others.

5. When textbooks or course materials are required by the students before they are available in alternative formats, students will be directed to use reading software (e.g. Kurzweil or Premier Scan and Read) that scans and reads printed materials.
6. Failure to comply with these terms may result in termination of this service.

PROCEDURES

1. Students must meet with staff from Learning Resources to verify their disability and the educational limitations that necessitate textbooks and course materials in alternative formats.
2. Students must register with Accessibility Resources.
3. If eligible for alternative formatting of materials the students must complete the Alternative Format Contract.
4. Students must be enrolled in the course the request is being made. Services also apply to audited classes, assuming the student has followed university guidelines for auditing a course. The student must provide written evidence of approval for the audited class.
5. Students must purchase the textbook and other course materials that need to be converted to an alternative format. Students must also provide original receipts to Learning Resources, and a copy will be retained with the student's *Alternative Format Contract*.
6. Students are required to provide their own equipment to access their converted texts.
7. Tests, unscheduled assignments or readings, and impromptu homework assignments require a minimum of three working days before expected use in the classroom. Finals require a minimum of 5 working days before scheduled exam date.
8. At the end of the semester, students are required to return the converted material (diskettes, CD's, cassette tapes, flash drives) to Learning Resources.

ALTERNATIVE FORMAT AVAILABLE

E-TEXT (Electronic Text) - Class material will be scanned electronically and provided to the student (depending on the size of the document) as an email attachment, on diskette or CD (compact disc). All files will be scanned and saved into an image, Word document, or pdf file per student's request. Students are required to purchase the book for conversion to e-text. Since the books are taken apart, there is virtually no resale value. The department will not rebind the books.

AUDIO BOOK/MP3 - If a student holds a membership to LEARNING ALLY (RFBD), but cannot obtain a book from there or another source, the student will have to buy and provide the book to Disability Resources for conversion into alternative format. Since the books are taken apart, there is virtually no resale value. The department will not rebind the books.

PRINT ENLARGING – Class material can be scanned and converted to an electronic file for use with ZoomText or another screen reader. The materials can also be enlarged and copied on paper.

BRAILLE – Class material can be converted to Braille. Please allow 2 weeks minimum for such requests.