

Alternative Format Policy and Procedures

Purpose and Application

Concordia University Wisconsin (CUW), in compliance with Section 504 of the Rehabilitation Act (504) and Title III of the Americans with Disabilities Act (ADA), does not discriminate on the basis of disability in administration of its education-related programs and activities. CUW has an institutional commitment to provide equal educational opportunities for students with disabilities who are otherwise qualified.

Students with disabilities that limit the ability to read standard printed material may need course materials converted into alternative formats. Disability Support Services (DSS) coordinates alternative format accommodations.

In order to maintain the integrity of the services offered and to remain within the letter of the law, the following rules apply to the alternative format accommodation:

- Students must be registered with DSS and have a disability that qualifies them for alternative formatting services. DSS determines who is eligible for alternative formatting services.
- Students must be registered in the courses for which they are requesting alternative formatting services.
- Requests must be submitted in a complete and timely manner.
- DSS fulfills requests on a first come, first serve basis.
- Students must own a physical copy of textbooks or other educational materials they are requesting in alternative format and provide proof of purchase.
- Students must provide DSS with copies of incidental print materials and class notes for conversion as necessary.
- DSS will only provide alternative formatting services for required readings.
- Students will not copy or reproduce any of the alternatively formatted readings, nor allow anyone else to do so.
- Students are responsible for the maintenance and return of recordings, equipment, software, and any other items they use.
- Failure to pick up or utilize requested material may result in the suspension of alternative formatting services.
- If students have a funding source (Rehabilitative Services, DVR, Services for the Blind), students should notify the funding source of their need for alternative formatting services.

Procedures

STUDENT

1. Alternative Format Request

To initiate course material conversion, students must complete an Alternative Format Request form for each course every semester. A copy of the course syllabus or reading schedule must be attached to the Request. Students should fill out the Request as soon as they register for courses, as some conversion may take several months to complete. **DSS may not be able to make effective arrangements if the request and the necessary textbooks and materials are not submitted in a complete and timely manner.**

2. Inform Instructors

Immediately after students register for a course, they must inform their instructors of their need for materials in an alternative format. Students should stress that not only textbooks, but also other course materials such as articles, handouts, and tests need to be converted. Instructors should make textbooks and course materials available to DSS as soon as possible.

3. Conversion Type

Contingent upon availability, reasonableness of request and DSS approval, DSS will consider using the following alternative formats:

- "Scan and Read" software
- Digital recordings through RFB&D or another organization
- Braille.
- Large Print
- Reading onto audio tapes
- Any combination of the above options.

Note: See DSS procedures (DSS, 2) for details on how each conversion type is processed.

4. Assistive Technology/Equipment Request

If students utilize an alternative format that requires the use of assistive technology/equipment, such as recordings, equipment, and/or software, an Assistive Technology/Equipment Request form must be filled out. Students must abide by the rules and responsibilities outlined on the Request.

5. Communicate

Inform DSS immediately of any changes in class schedules, course requirements, or alternative formatting needs or problems.

DSS

1. Documentation and Eligibility

DSS works to ensure that reasonable accommodations are provided to students who are eligible for services. DSS receives and verifies documentation of a disability and determines eligibility for alternative formatting services.

2. Conversion Type

Contingent upon availability, reasonableness of request and DSS approval, DSS will consider using the following approaches to alternative formatting services:

- "Scan and Read" software
DSS may scan printed material so that it can be read by WYNN or another reading software program. Students who need a book scanned are required to purchase the book and give it to DSS to be scanned. This process requires the spine of the book to be cut so that the pages can pass through the scanner. DSS will rebind the book at our expense before returning it to the student. The scanned material will be saved and sent electronically and can be read using the WYNN

software available in the Learning Resource Center or any software owned by the student.

- Digital recordings through RFB&D or another organization
CUW has an institutional membership with RFB&D. RFB&D is a national organization that serves as a library of digitally recorded books. In the event that RFB&D does not have a requested reading available, DSS will submit a request to have the reading recorded and assist the student with securing other means of accessing the text.
- Braille
DSS will check national organizations to determine whether or not the reading is already available in Braille. If it is not, DSS may contract with a company that provides conversion into Braille formats. If handouts or exams need to be Brailled, it is most expedient to receive them in an electronic version from the instructor.
- Large Print
DSS can enlarge books, handouts, lecture notes, and exams. Students must provide DSS with the books/educational materials to be converted into large print. From time to time, this process might require the spine to be cut so that pages can pass through a scanner. DSS will rebind the book at our expense before returning it to the student.
- Reading onto audio tapes
In the event that books are not available via RFB&D or cannot be scanned and read by WYNN or another software package in a timely manner, DSS may ask a student reader to tape record texts. Tapes will be provided to the student according to when readings are assigned as outlined on the syllabus.
- Any combination of the above options.

3. Collaboration

After students notify instructors of their need for alternative formatting of textbooks and course materials, DSS will collaborate with instructors and students to make the conversion process as timely as possible.

INSTRUCTOR

1. Supply DSS with Necessary Items

In order to process alternative format requests, DSS needs a copy of the course syllabi and any print materials used in the course. Print materials include items such as textbooks (when available), articles, and tests. It is important that instructors make these items immediately available to DSS; DSS cannot process alternative format requests without them.

2. Desk Copies

Request an additional copy of textbook(s) when ordering desk copies.

3. Incidental Print Materials

Provide (preferably in an electronic format) handouts, overheads, unscheduled assignment or readings, impromptu homework assignments, and incidental print materials to DSS according to the following schedule:

- a. If less than 5 pages: No later than five business days before expected use in the classroom.

- b. If more than 5 pages: No later than 10 business days before expected use in the classroom.

4. *Be Prompt*

Any delay in supplying DSS with necessary items may result in the inability of a student to participate in the course as expected.