

# Ithaca College Alternative Format Services

## Policy

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To improve access for students with disabilities and to ensure compliance with federal and state law and Ithaca College policy, the Office of Academic Support Services for Students with Disabilities (ACSSD) assists qualified students with the acquisition of textbooks and other course materials in alternative formats (including but not limited to Braille, large print, E-Text, and audio textbooks). Alternative formats are often made available through book publishers and other sources; however, in the event that material cannot be supplied in alternative format in a timely manner, the material can be scanned and converted by ACSSD. Textbook/print conversion can be a time-intensive process, especially for technical subject matter; therefore, students must follow the specified procedures to facilitate the availability of these accommodations for the first day of class.

## Procedures

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Eligible students must complete a new request form each semester to receive text materials in alternative format. For first year students and transfers this form should be submitted to Dan Williams as soon after orientation as possible. For returning students, forms must be submitted within 10 days after advance registration. The form is available in the ACSSD office, in Dan Williams' office, or it may be downloaded from the web. While it is a student's decision whether or not to disclose their specific disability to faculty members or academic departments, students are strongly encouraged to notify their instructors directly of their alternative format needs (e.g., obtain information about which textbooks and materials are needed for classes in which they are enrolled, inform instructors of their need to receive class handouts in alternative formats at the same time their classmates receive the handouts in print format, and request for instructors to work with ACSSD in the conversion of course materials to alternative formats.

### Qualified Student Responsibilities:

- 1) Register for classes as early as possible. ACSSD requires at least 4 weeks to ensure that your materials are available in a timely manner.
- 2) Within *ten days* following registration
  - a) Provide ACSSD with a signed Alternative Format Request form.
  - b) Notify the Coordinator of Adaptive Technology Services immediately of all changes in class schedules, course requirements, or Alternative Media needs.
  - c) Purchase one copy of each required textbook or print material for each class and submit proof of purchase (e.g., sales receipt) to the Coordinator of Adaptive Technology Services. Students who are unable to obtain copies of required textbooks or print materials must notify the Coordinator of Adaptive Technology Services immediately.
- 3) Sign the Alternative Format Material Distribution Agreement form, agreeing not to copy or reproduce any alternate media provided by ACSSD, nor to allow anyone else to do so. Student copyright violations, including the improper distribution of electronic text, may result in suspension of Alternative Format Services.

- 4) Acquire appropriate equipment (e.g., MP3 players) as necessary or make other arrangements to access converted texts.
- 5) Provide the Coordinator of Adaptive Technology Services with copies of the syllabus, articles, or other materials and meet with the coordinator to ensure that you can access the material in the alternative format.
- 6) **Check your IC e-mail account for messages from the ACSSD staff.**

**Failure to follow these procedures may result in suspension of the alternative media accommodation.**

**Failure to return any borrowed equipment to the ACSSD office at end of the semester may result in suspension of the alternative media accommodation.**

**ACSSD Responsibilities:**

- 1) Evaluate student requests for alternative formats in specific classes.
- 2) Assist student with the completion of the request form and the Alternative Format Agreement.
- 3) Review appropriate software available for access to alternative format.
- 4) Locate, procure or convert materials in a timely manner.
  - a) Please note that every effort is made to find textbooks that are already available in accessible formats.
  - b) Books that are not already available in alternative formats will be converted based on the student's request.
- 5) Notify the student, via the student's IC e-mail account, when the requested textbook or course materials have been formatted and are available to be picked up.
- 6) Assist with problem resolution if the student experiences difficulties in accessing or using the media provided.
- 7) Provide information to the faculty regarding how to prepare documents (such as class handouts, syllabi, or tests) for conversion into alternate format.
- 8) Notify faculty that a student in his or her class has a substantial need for materials in alternate format. This notification will come via email or as part of the student's academic adjustment plan.

**Faculty Responsibilities:**

1. In compliance with section 504 of the Rehabilitation Act, class materials must be made available in alternate format. Alternate formats include audio versions of written documents, documents in Braille and/or enlarged print, and documents in electronic format.
2. Faculty should compile reading lists as early as possible, since books from smaller publishing companies, or those not designated as textbooks must be scanned and converted.
3. Provide course packets, handouts, syllabi, and any other materials used in class to the student in the appropriate format.
  - a) Whenever possible faculty should provide the accommodation. For example, if the student needs print materials enlarged, all standard copy machines are capable of this function. Typical enlargement is 121%.
  - b) If faculty are unable to provide the requested alternate format and have elected to use ACSSD services they must follow these procedures:

- Provide the materials to the Coordinator of Adaptive Technology at least 3-4 business days before the materials are needed by the students.
- Provide the materials in electronic format whenever possible.
- Inform ACSSD of where you would like the converted materials returned to you.

### **Procedures for Problem Resolution**

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If you have difficulty receiving your materials in alternate format please contact the Coordinator of Adaptive Technology ([dwilliams@ithaca.edu](mailto:dwilliams@ithaca.edu)) immediately. If you are still unable to resolve the problem, contact the Director or Assistant Director of Academic Support to attempt problem resolution. If you are still dissatisfied with the outcome, you should contact Traevena Byrd, in the Office of Equal Opportunity Compliance, Division of Legal Affairs (607-274-3836).