

Printed Student name



Student ID#

Disability Support Services Processes for Alternate Media Requests

Alternate Media Request Steps:

- 1) Obtain signed approval for Alternate Media from your DSS Specialist
- 2) Completely fill out the (Blue) "Request for Alternate Media Format" form
- 3) **It is the Students responsibility** to provide the Alternate Media Specialist with:
 - a. Book purchase receipts
 - b. Books, Documents, Files, syllabus, handouts etc.
 - c. Large print size/format or Braille type
 - d. Portable drive to store alternate media if desired
- 4) Pickup completed requests

Delivery Timelines:

Failure to provide DSS with an Alternate Media Request at least three (3) weeks prior to the start of class may mean that DSS is unable to provide the course textbook/reader within the Standard Production Time, but will not:

- i. preclude the student from requesting alternate media be provided on a Rolling Basis Production;
- ii. prevent DSS making its best effort to provide the alternate media within the Standard Production Time

The **Standard Production** time for producing edited alternate media for most textbooks (whether hard copy or electronic) will take approximately *ten (10) business days* from the time permission has been obtained from the publisher, and for most course readers (whether hard copy or electronic) will take approximately *seventeen (17) business days*.

"Rolling Basis" Production: When a shorter turn-around time is necessary to complete a required course assignment, a student may opt to obtain portions of their textbook or course reader as needed on a "rolling basis", rather than at the end of the Standard Production Time. Producing edited alternate media under a Rolling Basis Production request is expected to take at least five (5) *business days* from the time permission is obtained from the publisher for portions of a textbook and eight (8) *business days* for portions of a course reader.

Under a Rolling Basis Production request, DSS will convert portions of the textbook, course reader or other instructional materials and attempt to provide the alternate media to the student on a "rolling basis" 24 hours prior to each upcoming due date. The student will identify the date the assignment is due (e.g., by submitting course syllabus). If a due date is not shown on syllabus, written documentation of due date from instructor is sufficient. The complete textbook, course reader or other materials will be provided as soon as reasonable.

Specialized Text: Some alternate format requests will take longer than the standard production time due to the subject matter, format type, or the quality of the source material. DSS will make its best reasonable efforts to provide such alternate media as soon as possible. Specialized text may include:

- Subject Matter: math, science (including computer science), foreign language materials, etc.
- Paper Production: Braille or **large print** that requires reformatting and/or repagination
- **Scan Conversion:** marked-up materials or illegible document reproductions requiring extensive text input by keyboard.

Recommended (But Not Required) Reading Assignments: Upon request, instructor recommended reading assignments will be converted into requested alternate media formats when needed for a class/course. The standard production turn-around times will not apply to recommended readings, which have lower priority than those requests for required readings. DSS may ascertain if the request for alternate media is for required or recommended instructional materials. Upon receiving a request for recommended materials, DSS will provide an estimated date of completion.

Student Signature: _____ Date: _____