Alternative Format Accommodation Policy and Procedure

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General Description

Policy Summary:

Student Accessibility Services (SAS) coordinates with students who are registered for disability services and their faculty regarding the creation of alternative formats of course content and materials necessary to complete course objectives. These alternative formats of materials can be read by a screen or document reader, providing alternative access for those who cannot appropriately read and consume the materials as originally intended by the instructor. This policy covers the rationale and responsibilities related to accessible course materials for registered students of the SAS office.

Purpose:

Student Accessibility Services provides alternative forms to disabled students in statutory compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

Scope:

Students with disabilities who are otherwise qualified and registered with Student Accessibility Services, and any university employee who is tasked with implementing accommodations approved by Student Accessibility Services.

Policy Content

Introduction

Many students with varying types of disabilities benefit from obtaining their textbooks and other materials in alternative formats as an auxiliary aid to assist them with their reading and coursework. At Trinity University, a request for this accommodation is handled in the same manner as requests for other accommodations. Students seeking materials in alternative formats must present documentation that clearly supports the need for the request. After a student's documentation has been reviewed and the request has been approved, the student must meet

with their assigned SAS professional to obtain additional information concerning this process and discuss how to make effective use of this accommodation.

Copyright Notice

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

Student Responsibilities

1. Students requesting alternative formats must register with SAS by following the appropriate procedures.

2. Students are required to provide SAS with appropriate documentation validating the request for materials in alternative formats.

3. Requests for textbooks in alternative formats should be made **at least four (4) weeks prior** to when materials are needed. Requests to convert documents (i.e. handouts, exams, videos, and other course materials) into alternative formats should be made **at least two (2) weeks prior** to when materials are needed.

   SAS will try to honor the student's request within this timeframe. However, the wait time can be shorter or longer depending upon the specific materials and the format being requested.

4. Students must complete and submit the Alternative Text Request Form through the appropriate procedures.

5. Students are also required to purchase a copy of each textbook or course packet for which an alternative format is requested and provide Student Accessibility 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.

   When textbooks are available for purchase in electronic format, students are encouraged to purchase the e-text version rather than the print version.

6. Students must request their Faculty Notification Letter and meet with their instructors to discuss the application of accommodations to course assignments and other expectations, and determine which textbooks and other reading materials need to be provided in an

alternative format.

Students should ensure the professors are aware that the quality of original materials is essential to successful document conversions.

7. Students must pick up alternative format textbooks and/or course packets through SAS Link or in person at the SAS office.

   Failure to obtain materials in a timely manner may result in the suspension of the alternative format accommodation.

8. Students should notify Student Accessibility 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.

9. At the end of the semester, students must return and/or delete all alternative format materials by the last day of finals of the semester.

   Failure to return and/or delete alternative formats may result in the University putting a hold on your records.

Student Accessibility Services Responsibilities

1. Student Accessibility Services will verify that a student who requests alternative formats is registered with SAS and eligible to receive this accommodation.

2. Student Accessibility Services is responsible for acquiring or creating an alternative format of the text(s) requested by any means necessary.

3. Student Accessibility Services will locate, procure, or convert materials in a timely manner.

   Student Accessibility Services reserves the right to provide students with optional types of alternative formats as necessary to provide access. In such cases, SAS will ensure that the format is accessible to the student. Students will be notified and involved in the process of deciding the best types of optional services.

4. Student Accessibility Services will make the student's requested alternative format texts available for pick up through SAS Link or in the SAS office in a timely manner.

   If alternative format text is being provided in installments, SAS will make every effort to notify the student that the next section is completed and available.

5. Student Accessibility Services is responsible for assisting with problem resolution if the student experiences difficulties in accessing or using the format provided.

   This may include promoting student independence by offering training to students in the use of technologies to convert and access their own material

6. Student Accessibility Services will collect all materials on loan to the student by the last day of finals in the semester, if necessary.

Terms & Definitions

Terms and Definitions:

Term:	Definition:
Alternative Format	An alternative format is an altered course material, like a textbook, article, or worksheet, that has been designed to be accessible by a screen or document reader and contains features and attributes that make it universally easier to consume. Some of the steps taken to convert something to an alternative format can include enabling Object & Character Recognition (OCR), adding text descriptions to pictures and graphs, and including easily-identifiable headings and subheadings.

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v2.0	8/12/2025 11:29 AM	Pamela Mota
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Vice President Approval:

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