



## AccessAbility Services Alternate Format Request Guideline & Procedure

### *General Guideline:*

Alternate formats of printed course materials, such as pdf files, large print, audio files, and electronic text are provided to students with disabilities who submit appropriate documentation to substantiate a disability that requires an alternative format. In order to determine reasonable accommodations, AccessAbility Services (AAS) engages in an interactive process with each student and reviews requests for accommodations on an individualized, case-by-case basis. Determination of reasonable accommodations depends upon the nature and degree of the student's documented disability.

In order to request and receive alternate format services, students must provide AAS with documentation regarding their disability and need for this accommodation. In consultation with the student, the Director of AAS will review the documentation to determine the appropriateness of the accommodation. Students requesting alternate format services should contact AAS immediately at 203-837-8225 (voice), 203-837-3235 (TTY), or via e-mail at [aas@wcsu.edu](mailto:aas@wcsu.edu) to discuss this accommodation.

Before submitting an alternate format request, students are encouraged to determine if their textbooks can be purchased as e-texts which may meet their accommodation needs. It generally takes AAS four to six weeks to obtain textbooks in alternate formats. Reading material such as journal articles, class syllabi, or class handouts can be provided in alternate formats in less time. AAS will work with students to provide materials as promptly as possible. However, late requests will likely result in a delay in providing materials. In order to comply with copyright law, students will be required to show a purchase receipt, or the physical book when picking up their alternate formats. Students are required to submit textbook/material information to AccessAbility Services (AAS) as soon as it is available by completing their Semester Accommodation Letter Request through Accommodate. Students requiring assistance in obtaining textbook information can contact AAS at 203-837-8225 or through e-mail at [aas@wcsu.edu](mailto:aas@wcsu.edu).

AAS will attempt to provide the material in the format requested by the student. The Americans with Disabilities Act of 1990 requires that consideration be given to the specific method requested by the student, but it does not imply that a particular accommodation be granted if it is deemed not reasonable or other suitable accommodations are available.

All alternate format materials are intended for the specific student with the documented disability and are not to be shared with others. Duplication of the alternate format materials is prohibited. Similarly to all accommodations, a student must communicate problems or concerns regarding their alternate formats to AAS as in order to alert the staff and to permit them the opportunity to resolve concerns.

### ***Procedure for Requesting Alternate Formats through AAS:***

- ❖ New students must complete an **Accommodation Intake Form**, submit disability documentation indicating their need for alternate formats and schedule an Accommodation Intake Meeting with AccessAbility Services.
- ❖ Once information is received, AAS will review the request and the student will be contacted through WCSU email with appropriate next steps.
- ❖ If approved for alternate formats, students must determine which books are needed. Students are encouraged to visit the following link to look up book information: <http://www.bkstr.com/wcsustore/home>. If information is not available online, students should contact the professor or departmental secretary to obtain textbook information.
- ❖ Audio formats may be available through Learning Ally ([www.learningally.org](http://www.learningally.org)) or Bookshare ([www.bookshare.org](http://www.bookshare.org)). Students are encouraged to sign up for individual membership at a modest cost to be able to order books directly. In addition, alternate formats for books can be ordered at no cost through AAS.
- ❖ Once approved for alternate formats, students must request accommodation letters each semester through Accommodate.
- ❖ In order to request alternate formats through AAS the student must submit an electronic **Alternate Format Request** through Accommodate. As alternate formats can take four to six weeks to process, students are encouraged to submit an electronic **Alternate Format Request** through Accommodate as soon as possible.
- ❖ AAS will work to contact the publisher, AccessText ([www.accesstext.org](http://www.accesstext.org)), or Bookshare ([www.bookshare.org](http://www.bookshare.org)), etc. to determine availability of electronic versions.
- ❖ If an electronic version is not available, AAS can scan a student's entire book. This process requires the book's binding to be removed. Students will be contacted through their WCSU email and AAS will request that they bring their book to AAS for scanning. AAS will not rebind books.
- ❖ Students will be contacted through their WCSU email when materials are ready to be picked up.
- ❖ Students must show a purchase receipt, or the physical book to AAS prior to receiving alternate format materials.
- ❖ If use of equipment owned by AAS is needed, students will need to complete an **Equipment Loan Form** each semester.
- ❖ At the end of each semester, students are required to return all materials including equipment and alternate format materials to AAS. Failure to do so will result in a "hold" on a student's account until the equipment is returned or the cost of the equipment is paid.

Any questions regarding the alternate formats request guideline and procedure should be directed to Elisabeth Morel, Director, at 203-837-8225 (voice), 203-837-3235 (TTY), or via e-mail at [morele@wcsu.edu](mailto:morele@wcsu.edu).