


ADMINISTRATIVE PROCEDURE

STUDENT-4

Requesting Textbooks in Alternate Format Procedure

Number: STUDENT-4	Name: Requesting Textbooks in Alternate Format Procedure
Purpose: This administrative procedure establish the rights and responsibilities of students, as it relates to requesting textbooks in alternate format through the Office of Disability Services (ODS), Higher Education Learning Program (HELP) or the College Program for Autism Spectrum Disorders (College Program).	
Responsible Unit: Student Affairs	
Approved by: 	Approval Date: 7.10.18

Academic Accommodations

Students requesting reasonable accommodations are responsible for self-identifying by registering with Office of Disability Services (ODS), Higher Education Learning Program (HELP) or the College Program for Autism Spectrum Disorders (College Program)¹ and for providing appropriate documentation of a disability to the office/program with whom the student chooses to register.

Students are encouraged to register with ODS to receive accommodations. However, they are not required to register with either HELP or the College Program.

ODS, HELP, and the College Program will assist the Student in obtaining alternate format textbooks and course materials once approved for services. The use of alternate formats for course materials is to provide an academic adjustment ensuring students have equal access to educational materials.

Examples of alternate formats include electronic, audio, Braille, or large print versions of standard print educational materials (e.g. textbooks, handouts, college publications, novels, student guides,

¹ HELP and the College Program are independent programs that provide students who qualify for their services with personal academic support services not required by the Americans with Disabilities Act or Section 504 of the Rehabilitation Act and on a fee basis. Students are required to apply for the College Program and HELP programs and may be required to pay an application fee. Students accepted into the HELP and College Program programs may submit requests for reasonable academic accommodations to those programs who then will be responsible for facilitating their requests. Students not accepted into the College Program or HELP programs are referred to ODS.

and/or library materials.) in formats accessible and usable by individuals with disabilities. Electronic versions include, but are not limited to, e-text, scanned textbook, and web-based textbook.

Textbooks in alternate format may be available from Learning Ally™, Bookshare® or other similar services. Students may need to obtain a membership from each agency and to use any textbooks offered through those services. ODS, HELP, and the College Program will provide any eligible student with textbooks in alternate formats free of charge providing the student follows all textbooks in alternate format request procedures.

Please visit the websites of Learning Ally™, Bookshare® or the website for the service provider to be utilized for more information on becoming a member. For each book requested, students will need the following information: author's full name, complete title of the textbook, edition number, and copyright year. Please note that ISBN is NOT a reliable way to search for these materials.

To receive textbooks in alternate formats as an accommodation, all students are required to follow Marshall University's ODS accommodation request procedures which include registering with either the ODS, HELP, or the College Program.

Students who register with the College Program are required to follow all ODS registration and accommodation request procedures.

Students who register with HELP and who are either referred to the ODS by HELP and/or who choose to use the ODS for their textbooks in alternate format accommodation request, are required to follow all ODS registration and accommodation request procedures including completing all required forms.

After registering with the ODS, HELP or the College Program, the respective provider will discuss the student's accommodation needs, the request procedures and the student's eligibility to receive textbooks in alternate format.

If textbooks are not available from alternate sources, the student is required to timely submit a completed accommodation request form to the ODS, HELP, or the College Program by the required deadline for every academic term the student wishes to receive a textbook in alternate form.

Students eligible to receive textbooks in alternate formats should register for classes as soon as possible, preferably, on the date of priority registration.

Students receiving services through HELP and College Programs are required to provide each professor with a copy of the student's accommodation letter. ODS will contact each professor directly with the student's accommodations for students receiving services through it. Students should obtain from each professor a list of textbooks and other required readings, including but not limited to syllabi, course packets and/or any other "PDF" documents posted to Blackboard sites for each course. Students should make contact with the professor for each class the student will need course materials in alternate formats within one week of registering for classes. For

those courses in which a professor is not named, the student should contact the appropriate department head to obtain the needed textbook and course materials information.

Students requesting textbooks in alternate format are required to provide the books/materials (and a receipt for them) that are to be converted to alternative formats. **It is a violation of Federal Law to share, duplicate, or distribute information provided as an alternate format. Sharing, duplicating, or distributing electronic textbooks could result in legal action and/or disciplinary action up to and including suspension or expulsion.**

Please note that the removal of book-bindings may be required for the student to receive the accommodation and, thus, may reduce or eliminate the potential for book resale at the end of the semester.

Time Requirements:

Requests for the following formats must be submitted **at least three (3) months prior to the beginning of the semester:**

- Braille²
- Tactile Images
- DAISY
- STEM (Science, Technology, Engineering, Mathematics), if using a screen reader such as JAWS.
- Word (if using a screen reader such as JAWS)

Requests of the following formats must be submitted **at least six (6) weeks prior to the beginning of the semester:**

- PDF
- Kurzweil 3000 formatted files
- MP 3 formatted files
- Large Print
- HTML

For those students requiring materials that are not readily available, and for students who miss the deadline for submitting requests ODS, HELP, or the College Program will work individually with each student to discuss and implement a plan regarding alternatives while the materials are being produced or in lieu of the requested accommodation.

ODS or HELP **are not automatically notified** when students change courses. Students **therefore are required to** inform ODS, HELP, or the College Program and to submit a new accommodation request form when **any changes** occur to a student's schedule (drop/add/withdrawal from courses).

² Textbooks produced in Braille will be stored in the Drinko Library until needed by the student. The student will have free access to the materials during the semester and finals. Any materials on loan must be returned at the end of finals for that semester.

In most instances the textbooks for a course are available upon registration in a course through the Marshall University Schedule of Courses. In those instances where the textbook materials is not available the student should directly contact the instructor and/or department chair to request the information be provided at the earliest possible time once a decision is made. The instructor and/or department chair will work with the student to ensure timely provision of this information for conversion to alternative formats.

Quick Guide to Alternate Textbook/Materials Request Process

Before requesting an accessible textbook(s):

1. Prior to registration, meet with your academic advisor to learn about the course(s) you want to take and any required materials for the class.
2. Register for classes using priority registration.
3. For first time requests only, register with ODS, HELP, and the College Program and receive textbooks in alternate format as an approved accommodation. Students served by HELP and/or the College Program may be referred to ODS. Submit an Alternate Textbook Format Request form with registration materials if you have the information necessary to complete the form.
4. **For first time requests only**, meet with ODS, HELP, or the College Program to discuss your accommodation needs, the Requesting Textbooks in Alternate Formats Procedure and to sign the Alternate Textbook Contract.
5. After priority registration meet with the course instructor(s) to discuss all of your accommodations as set forth in your accommodation letter(s), including but not limited to the nature, format, requirements of the course, and any required textbook(s).
6. If you have not already done so, timely submit an Alternate Textbook Format Request form and syllabi, if available, to the ODS or HELP in person for each class to ODS, HELP, or the College Program in person. ***A new Alternate Textbook Format Request must be submitted for each academic term you wish to receive an alternate textbook.*** Bring proof of purchase and the textbook with you when you submit the form to ODS, HELP, or the College Program.
7. For course materials only, timely submit an Alternate Textbook Format Request Form and course syllabi to ODS, HELP, or the College Program for each academic term you wish to receive textbooks/materials in alternate format.
8. Inform ODS, HELP, or the College Program and submit new Alternate Format Request Forms if **any changes** occur to your schedule (drop/add/withdrawal from courses).
9. Notify ODS, HELP, or the College Program if you are experiencing any difficulties with the alternate textbook format.

Test Accommodations

Any adjustment to testing procedures, including but not limited to extended time, will be set forth in the accommodation letter issued by ODS, HELP, or the College Program.

Adapted testing procedures and accommodations for the visually impaired generally include, but are not limited to, the use of readers, scribes, word processors, and large print magnifying equipment.

Students and faculty members are required to follow all Exam Adjustment/Test Scheduling Procedures including but not limited to timely making test accommodation requests and timely submitting test materials.

Members of ODS, HELP and College Program are available for consultation and assistance if you have any questions about or the use of textbooks in alternate format.

Records

ODS, HELP, and the College Program shall maintain records of student requests for alternate textbooks and course materials for seven (7) years. The records will specifically document the time spent on conversion of materials and student requests.