

Clark College Disability Support Services Educational Materials in Large Print Policy

Disability Support Services (DSS) will coordinate the access to educational materials in large print for students with a documented disability who have been approved for this academic adjustment by the DSS Manager. The following identifies the responsibilities of the student and DSS if the student chooses to utilize educational materials in large print.

Responsibilities - Student

1. Student should give DSS a minimum of six weeks notice to arrange for educational materials in large print.
2. Student should utilize Priority Registration.
3. Student must purchase any textbook or educational materials that are to be enlarged in the DSS Office.
4. Student will pick up large print copies from the DSS Office in a timely manner. If large print copies are not picked up in a timely manner, services may be suspended until the student meets with the DSS Program Manager.
5. Student will return all large print copies to the DSS Office immediately upon the completion of the quarter. If the large print copies are not returned and other arrangements have not been approved, a hold will be placed on his or her records.

Responsibilities - DSS

1. DSS will send a letter to the student outlining the student's approved academic adjustments.
2. DSS will make every effort to provide the student with all requested educational materials in large print in a timely manner. In the event notice is not given in a timely manner, DSS will attempt to provide the student with the requested educational materials in large print on an as needed basis.
3. DSS will inform the student when large print copies are ready to be picked up.

The above responsibilities have been explained to me, and I understand my responsibilities.

Student's signature

Date

Print name