# Alternate Format Policy

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

## Student Responsibilities:

1. You should give DSS a minimum of six weeks' notice to arrange for educational materials in alternate format (note that Braille requires twelve weeks' notice).
2. You should utilize Priority Registration.
3. You must relinquish the original receipt, documenting purchase of any textbook or educational materials, to the DSS Office prior to checking out the alternate format due to publisher requirements. DSS has to verify proof of purchase so a rental book would not qualify.
4. You must bring any printed materials dispersed during class that need to be converted into alternate format to the DSS Office immediately.
5. You will pick up alternate format from the DSS Office in a timely manner. If materials are not picked up in a timely manner, services may be suspended until you meet with the DSS Director or designee.
6. There may be times when you have to return alternate format to the DSS office upon completion of the quarter. For example, most Braille materials must be returned. If these materials are not returned and other arrangements have not been approved, a hold will be placed on your record. A hold means that you will not be allowed to register for future quarters, order copies of transcripts, or graduate until payment has been made.
7. You promise not to duplicate, lend, or sell alternate format to others.

### DSS Responsibilities:

1. DSS will email you a letter outlining your approved accommodations after you submit your accommodation request for the term.
2. DSS will make every effort to provide you with all requested educational materials in alternate format in a timely manner. In the event notice is not given in a timely manner, DSS will attempt to provide you with the requested educational materials in alternate format on an as-needed basis.
3. DSS will inform you when alternate format is ready to be picked up.