

Fitchburg State University Disability Services Policies & Procedures for Alternate Format Materials

Fitchburg State University offers support in obtaining alternate format materials for eligible students with disabilities.

Eligible students that elect to use this service must adhere to a basic set of guidelines, which have been established by the University to assure timely and equitable provision of alternate format materials.

To be eligible for alternate format materials, students must:

- Be enrolled for the semester and the particular course(s) that they are requesting materials for.
- Provide the director with appropriate documentation of the disability that prevents use of standard instructional material.
- Purchase instructional materials at the same cost as other students.
- Not copy or reproduce alternatively formatted instructional materials nor allow anyone else to do so pursuant to the requirements of the copyright revision act of 1976 as amended (17 U.S.C. § 101 et seq.).
- Not share alternatively formatted materials with any other party.
- Understand that any violation of this agreement may be considered a violation of Fitchburg State University's Student Code of Conduct and may result in penalties including suspension and expulsion. Violations may also constitute a violation of federal and/or state laws and may result in civil or criminal prosecution, payment of fines or other moneys to the copyright holder, and/or incarceration.

Disability Services will:

- Disability Services will determine if you qualify as having a print disability and are eligible for alternate formats of copyrighted materials.
- Disability Services will provide access to the requested e-text when it is available and will assist with converting materials if they are unavailable electronically (e.g. through Bookshare.org, AccessText.org, or the publisher). Alternate format materials will be produced in-house in accordance with University policies and procedures and standard copyright law.
- Disability Services will confirm with you when a request for alternate material conversion has been received and processed and will contact the student when materials are ready to be picked up.

Additional Notes:

Materials must be presented for conversion with a reasonable turn-around time frame allowed. In determining what comprises a "reasonable time frame", the University will include the following factors:

(1) Disability Priority Code (*see below*) (2) Date Materials Submitted (*in accordance with copyright legal requirements*) (3) Date Materials Needed

Disability Priority Codes and date materials submitted will be used as the primary factors in establishing equitable access to print materials.

Disability Priority Codes:

- (1) Blindness, language based learning disability, significant low vision
- (2) Mild language-based learning disability, mild low vision, visual processing disorder
- (3) Attentional disorders, emotional disorders, other "mild" disability categories

Fitchburg State University

Instructions for Completing Alternate Media Request Form

Step 1: After applying for Disability Services, meet with the director and request that alternate format materials be added to your accommodation agreement.

Step 2: After registering for your classes, determine which books you will require on audio tape, large print, Braille, or electronic text. This information can be obtained by visiting the college bookstore or bookstore website. If materials are not listed at the bookstore then email the instructor of the course. We are available to assist you with contacting instructors for information (by request).

Step 3: Fill in the textbook information below. This form may also be used for video tapes, materials on reserve in the library, and other instructional materials. Please enter as much information as you can. All lines must be completed for textbooks.

Step 4: Fill out and submit the Alternate Media Request form and submit it to the coordinator of alternate media. Most requests for electronic text, large print, and Braille require your signature and proof that you have purchased the book. Please do not forget to sign the form and to present copies of your book receipt. Please submit this form as soon as possible after you register for classes to help guarantee textbook availability.

Step 5: After submitting the request form, you will receive a verbal confirmation, an email or a phone call to let you that your request is being processed. Please make sure to list local phone and/or email information on the request form so that we may contact you when materials are available for pick up. If you do not hear from us within 2 working days (weekdays) after submitting the request form, please call (978) 665-4020 or (978) 665-3427 to confirm that the request is being processed.

Important contact numbers for alternate format materials:

Disability Services, Director

(978) 665-4029

Julie Maki, *Coordinator Adaptive Technology Lab & Testing Center*

jmaki@fitchburgstate.edu

(978) 665-3427

Request for Alternate Media

Textbooks, Class Handouts, Video Tapes, and other University materials

If you need any assistance completing this form, please let us know.

Student Information

Date request submitted: _____

Student's Name: _____

Banner ID #: _____

Local Phone Number: _____ E-mail: _____

Course/Event Information

Course/Event Title: _____ Credits: _____

Course Number: _____ Section Number: _____

Semester/Year: _____ or Description of Event _____

Instructor Name: _____ **Please attach a copy of the syllabus.**

Textbook, Videotape, or Original Media Information

(Instructor signature)

Title: _____

Author: _____ Publisher: _____

ISBN: _____

Number of Pages: _____ Essential Pages or Chapters: _____

Copyright year: _____ Edition: _____ Date Needed: _____

Preferred Format (please enter your first, second, and third choices below)

_____ E-Text (Word, PDF, plain text or TIF)

_____ CD Audio Text

_____ E-Text (Kurzweil screen reader, KESI files)

_____ Close Captioned Video

_____ Braille

_____ Audio Captioned Video

_____ Large Print (16, 18, 20, 22, 24, 26 or 30 point)

Terms and Conditions on Use of Alternative Text

I understand that any alternative text, which may be supplied to me, is solely for my own educational purposes. I will not copy or distribute any such alternative text in violation of the Copyright Revisions Act of 1976, as amended (17 U.S.C. Sec. 101 et seq.). I understand that failure to abide by this agreement may constitute a violation of the Fitchburg State University Student Code of Conduct and/or policy regarding the responsible use of disability services. I understand that a violation policy, including improper distribution of electronic text, may result in suspension of alternate media request services.

Student Signature _____

Date _____

Office Use Only

Textbook Purchase Verification (Required for all E-Text requests):

- Instructional material supplied by the University to all students.
- Student has purchased or ordered the standard instructional material. Attach copy of receipt.
- Instructional material has been purchased or ordered by MRC or MCB. Attach copy of receipt.
- Book is not yet available in the bookstore. Student agrees to purchase the book before picking up the alternate media from disability services. Attach copy of receipt when available.

Verification of Eligibility:

Staff Authorization: _____

Fitchburg State University
Disability Services
Policies & Procedures for Alternate Format Materials

Student Name: _____ **Banner ID Number:** _____

Local Phone Number: _____ **E-mail Address:** _____

By signing this agreement Disability Services agrees to provide the following services:

- Disability Services will determine if you qualify as having a print disability and are eligible for alternate formats of copyrighted materials.
- Disability Services will provide access to the requested e-text when it is available and will assist with converting materials if they are unavailable electronically (e.g. through RFB&D, Bookshare.org, or the publisher). Alternate format materials will be produced in-house in accordance with university policies and procedures and standard copyright law. For details, please review the disability services handbook.
- Disability Services will confirm with the student when a request for alternate material conversion has been received and processed and will contact the student when materials are ready to be picked up.

By signing this agreement, you agree to the following conditions:

- I agree that I am enrolled for the semester and the particular course(s) for which I am requesting alternatively formatted instructional materials.
- I have provided the director with appropriate documentation of the disability that prevents me from using standard instructional material. I understand that this documentation will be kept on file at the University.
- I understand that I must purchase instructional materials at the same cost as other students.
- I agree that I will not copy or reproduce alternatively formatted instructional materials nor allow anyone else to do so pursuant to the requirements of the copyright revision act of 1976 as amended (17 U.S.C. § 1 01 et seq.).
- I will not share alternatively formatted materials with any other party.
- I understand that any violation of this agreement may be considered a violation of the University's Student Code of Conduct and may result in penalties including suspension and expulsion. Violations may also constitute a violation of federal and/or state laws and may result in civil or criminal prosecution, payment of fines or other moneys to the copyright holder, and/or incarceration.

By signing below, I agree to the terms and conditions for obtaining alternate format materials as outlined by Fitchburg State University's office of Disability Services and recognize that I am bound to this Agreement.

Student Signature _____ Date: _____

Original: Student File, Disability Services

Cc: Julie Maki, Adaptive Technology Specialist