



AccessAbility Services Alternative Format Policy

Eligibility for Alternative Format Text:

- The alternative format accommodation is available for students with documented disabilities.
- AccessAbility Services (AAS) will provide course materials in alternative format only if the accommodation has been approved by AAS staff.
- If your professor has not provided course materials (syllabi, exams, on-line readings, supplemental materials, forms, handouts, etc.) in an accessible format, AAS will work with you and your professor to obtain accessible formats for you as soon as possible.

Timeline:

- After registering with AAS the student must submit a signed Alternative Format Contract and Request Form each semester.
- AAS will work with professors before and during the academic semester to ensure that any online alternatively formatted course materials are ready at the same time as regular format materials.
- Students will work with the Technology Access Coordinator to request books in alternative format. To support this process, it is strongly recommended that students submit the contract and the request form as soon as possible and no less than 4 weeks before the assigned reading date. Requests are processed as they are received.
- Students who require extended time due to inaccessible readings assigned at the last minute should contact AccessAbility Services as soon as possible.
- If you are expected to purchase books for the course, and a book is not readily available in alternative format, the book will be scanned in order to create the alternative format. AAS is not responsible for any damages to the book during the scanning or rebinding process. This process can take up to 4 weeks. Your book will be returned to you as soon as possible.

Proof of Possession:

- Students requesting books in alternative format must provide Proof of Possession before files will be shared.
- **Valid Proof of Possession documents include:**
 - photocopy or photo of bookstore receipt
 - emailed purchase confirmation from an online vendor
 - photocopy or photo of front cover of the book
 - actual book
- Proof of Possession documents may be mailed, emailed, or dropped off to AAS during normal business hours.

File Formats:

AAS will coordinate alternative format files as either digitized text (PDF or Word documents), enlarged text, Braille, or when necessary, MP3 files or Kurzweil-formatted files. We will make every effort to provide the file format you prefer, but cannot guarantee that your preferred format will be available.

Copyright Law:

Copyrighted materials requested, provided, or produced in alternative format by AAS for a student with a disability may not be copied, shared, distributed, or sold. In compliance with copyright laws, it is your responsibility to keep the original book and to use the alternative format for personal use only.

Delivery of Alternative Format Files:

- Requested Alternative Format files will be shared with the student in a private folder on the Google Drive.
- Other accessible course documents will be distributed through the professor using either Mount Holyoke College's Learning Management System, Moodle or via Gmail.
- Alternative Format files acquired through the HATHI trust may not remain on the Google Drive for more than 48 hours.

Student Responsibilities for Requesting Class Materials in Alternative Format:

- Student registers with AccessAbility Services and receives approval for an Alternative Format accommodation.
- Student attends AT orientation / intake meeting with the Technology Access Coordinator.
- Student completes and submits the Alternative Format Contract and Request Form every semester. Professors are asked to post required books on the MyMountHolyoke booklist by July 1st for the fall semester and December 1st for the spring semester. Therefore, students are encouraged to complete and submit a request form and contract as soon as possible and at least 4 weeks prior to the reading due date to ensure accessible materials at the time of distribution. While alternative format materials may be requested at any time, please note that requests will be processed on a first come first served basis and that last minute requests may not always be immediately available. For Brailled materials please meet with AAS as soon as possible as Brailled materials may take a long time to prepare, up to one semester in advance.
- Student provides Proof of Possession for any books they are requesting in alternative format. Receipt or Proof of Possession will be required unless the student's book is scanned.
- Student is expected to notify AccessAbility Services immediately of changes to class schedule, if encountering any access barriers with course materials, and/or if experiencing difficulty with the alternatively formatted materials.

*NOTE: AccessAbility Services is responsible for providing reasonable accommodations in a timely manner. Noncompliance on the part of the student with procedures stated above may result in delays in providing alternatively formatted materials or denial of the provision of accommodations.

AccessAbility Services Responsibilities:

- Determine if the student's request is an appropriate accommodation under the American with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act.
- Provide access to the Alternative Format Request Form, the Alternative Format Contract, and the Alternative Format Policy. Provide training and support on completing these forms and understanding the Alternative Format Policy as needed.
- Notify professors that a student in their course requires text in alternative format. Share guidelines with faculty to ensure compliance, and provide training and support as needed.
- Collaborate with LITS staff to ensure that faculty and staff are supported during the material conversion process.
- Coordinate production and delivery of requested alternative text materials. Delivery of the materials to the student will typically be via the Google Drive.
- Verify Proof of Possession of course books or other materials.
- Respond in a timely manner to all notices that alternative files are not accessible or if a student has difficulty using the format provided.
- Maintain records of alternative format requests and processes.