

# STUDENT ACCESSIBILITY CENTER

## ALTERNATIVE TEXT POLICY

### POLICY

An alternative text accommodation is designed to provide course relevant texts in a format accessible for students with visual and other print-related disabilities. The SAC most commonly provides texts in PDF, WORD, and EPUB formats. Students approved for this accommodation are also provided a license for Kurzweil, a text-to-speech software designed to read such documents aloud. The SAC strives to provide quick delivery of requested text (10 business days or less). However, there are several factors that could result in a longer than expected turnaround time (i.e. availability of the text, length of the text, volume of requests.) The SAC recommends that students submit their alternative format requests in a timely manner to avoid delays. The SAC is not responsible for delivering alternative format texts by a due date if that date comes before the 10 business day window of delivery. The SAC will handle any urgent requests as time allows.

### PROCEDURE

#### Initial Approval:

Students request specific accommodations upon registering with the SAC. If a student requests alternative text as an accommodation, the student's assigned Accessibility Specialist will conduct a discussion related to their request during the appointment with the student. Students can schedule this appointment with their Accessibility Specialist in Accommodate. If a student is already registered with the SAC, additional documentation may be required to add this accommodation to their record.

In determining the reasonableness of the initial approval of this accommodation the following process will ensue:

1. The SAC will collect narrative information from the student regarding the impact of their disability as it relates to class attendance.
2. The SAC will review supporting documentation and may request additional documentation.
3. The SAC will meet with the student to discuss the above materials and outline the process for requesting this accommodation each semester for each course (see below) if approved.

#### Implementation:

1. Students will submit a semester request at the beginning of each semester.
2. Students will complete an "Alternative Format" request.
  - a. Students must provide proof of purchase to receive books in an alternative format.
3. Once a student requests "Alternative Format" for a text:
  - a. The SAC will search for texts within Bookshare.org and AccessText

- b. If the text is not available on Bookshare.org and AccessText, the SAC will reach out to the publisher of the text.
  - c. If the publisher is unable to supply the book, the SAC will scan the physical text.
4. Once the SAC secures a digital copy of the text, the SAC will deliver the digital copy to the student either via their Bookshare account or email.

**Note: For more detailed instructions on how to submit a semester request and submitting an alternative format request, please refer to the companion checklist for step-by-step instructions. This document may be found on the SAC's website and in the Accommodate Resource Library. If a student finds that this accommodation is not being implemented according to their expectations or have other concerns, they should contact the SAC at (773) 508-3700 or sac@luc.edu as soon as possible.**