

Procedure for Requesting Texts/Books in Alternative Format 2016-2017

- 1) The College of Southern Maryland is committed to making individuals with disabilities full participants in its programs, services, and activities, in compliance with Title II of the Americans with Disabilities Act as Amended, Section 504 of the Vocational Rehabilitation Act of 1973, and all other pertinent federal and state laws.
- 2) Students seeking textbooks in alternative format must receive approval for this accommodation from the Disability Support Services Office. The college recognizes its responsibility and will make every attempt to provide the services when requested.
- 3) The college, therefore, recognizes that for some individuals with disabilities, printed materials may be inaccessible and an alternate format, such as audiobooks, books scanned for use with adaptive software, large print text, or text in Braille is required to ensure equal access to course materials.
- 4) Individuals who are eligible for text/books in an alternate format must follow the procedures for requesting this service. It is also important for individuals to understand that while some formats can be made accessible in a relatively short time span, such as six (6) weeks, other formats, such as Braille, can take over four (4) months.
- 5) The ADA Coordinator/Disability Support Advisor will take the student's specific format request into consideration when seeking and obtaining alternative format materials. However, students are advised that every text/book will not be available in the alternate format of their choice. In addition some text/books will not lend themselves to certain alternative formats. Should this occur, the college will inform the student, discuss alternatives, and provide a format that is accessible. Any request made without regard to the printed guidelines, will be addressed in the order in which it is received and may result in receiving the requested materials after the date needed.
- 6) Students must first fill out the "Request for Accommodations" form and provide documentation of their disability from a qualified, licensed professional. The ADA Coordinator/Disability Support Advisor will evaluate the student's request for text/books in alternative format.
- 7) Once the request is approved, students must fill out the Request for Alternative Format Form to receive an alternative format. Students are required to provide ADA Coordinator/Disability Support Advisor with the following:
 - The full course name and section
 - The instructor's name, if available at time of registration
 - All information pertaining to the text: Title, author, publisher, edition & ISBN number
 - Proof of textbook purchase

Please Attach Text Book Proof of Purchase

- Students are responsible for verifying the quality of the alternate format and informing the Academic Support/ADA Coordinator or Disability Support Advisor of any problems within three (3) days
 - Return all alternative format text the last day of class
- 8) Students are responsible for acquiring and providing their own equipment, or make other arrangements, to be able to access their alternative format texts while not at the college.
 - 9) In cases where students may require scientific or other technical text, the ADA Coordinator/Disability Support Advisor will work with the student and the academic department to obtain the information regarding required text books. The student must make the request at least four (4) months before the beginning of the class. This is especially true when Braille is required.
 - 10) Students are required to purchase a copy of each required text, or book that is necessary for the completion of the course, to be put in alternative format, and submit proof of purchase to the ADA Coordinator/Disability Support Advisor.
 - 11) Students with personal Learning Ally membership are responsible for complying with Learning Ally's membership requirements.
 - 12) Alternate formate request are handled through multiple sources such as publishers, Learning Ally, Bookshare, etc.
 - 13) If you need this information in an alternate format, please call the DSS Office on your campus:

La Plata: 301-934-7614
Prince Frederick: 443-550-6009
Leonardtown: 240-725-5420

Please Attach Text Book Proof of Purchase

Textbooks Requesting in Alternate Format

Format requesting: Large print: _____ Text on CD: _____

Braille: _____ Other (specify): _____

Name: _____ Date: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Student ID: _____

Campus: La Plata Leonardtown Prince Frederick Waldorf

Course: _____ Section # _____

Title of Text: _____

Author: _____ Edition: _____ ISBN: _____

DSS Only

Date Completed: _____ **Method:** _____ **Contacted:** _____

Course: _____ Section # _____

Title of Text: _____

Author: _____ Edition: _____ ISBN: _____

DSS Only

Date Completed: _____ **Method:** _____ **Contacted:** _____

Course: _____ Section # _____

Title of Text: _____

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