

Alternative Formats Policy

Students with Disabilities may be eligible for alternative formats through the Office for Disability & Access (ODA). If the ODA has approved a student for alternative formats, it will appear on an Accommodation Letter that goes out to faculty. All students must adhere to the Academic Integrity and Student Honor Code.

Students should be advised that:

- You are required to purchase a copy of each textbook that you are requesting in alternative format and be able to provide proof of purchase/receipt (or rental) per copyright law. In compliance with current copyright law, we are required to verify that the title has been lawfully obtained by the student (purchase, rental, loan, gift, etc.) before any alternative format materials can be released.
- Student requests may take 3-6+ weeks to process based on the requested formatting and origin. ODA strongly encourages that requests are received in advance of the start of the course/semester you are taking the class.
- You may request alternate format texts at any time during the semester, however you need to be aware of the above stated timelines for delivery. Requests for retroactive content cannot be guaranteed fulfillment.
- Alternate format texts obtained through ODA cannot be shared with other students as this behavior is a violation of copyright law. These texts are provided as necessary access due to a disability barrier for an ODA student.

ODA will make every effort to obtain texts in the student's preferred format; however, some texts may not be available in every format requested. In this case, ODA will contact you to discuss alternative access solutions.

Please note: If a text is unavailable from the publisher or other resources, the ODA can manually scan and convert texts into an electronic format from the hard copy. This process may take *up to 6 weeks or longer* depending on the editing involved and *may require the spine of a hard copy textbook to be broken*.

To request a title that is required or recommended for the completion of an academic program requirement that is not tied to a specific course, please contact the ODA via email (ODA@oberlin.edu) with the details of your request.

To submit a request:

1. Submit an Alternative Format Textbook Request Form in your ODA Online Profile for each book you want to request.
 - Attach proof of purchase, rental, or ownership of the requested title.
 - Attach a copy of your syllabus and course assignment schedule, if you have access to them.
2. Communicate with the ODA as needed to coordinate your request.
 - The ODA may contact you from ODA@oberlin.edu, via your Oberlin email address to gather information, ask content production questions and share fulfillment updates.
3. Review fulfilled materials.
 - You will receive an email from the ODA when content is available in an accessible format, including access instructions.
 - If you encounter issues accessing the files, please notify the ODA as soon as possible.

A complete request includes:

- accurate data in all required fields of the request form
- proof of purchase/rental for the title requested or certification of ownership, and sometimes
- a syllabus and/or course assignment schedule (may be required to process and fulfill some requests).

PLEASE NOTE: Submission of incomplete or inaccurate information could delay the fulfillment of the request.

Please notify the ODA **immediately** if you no longer need previously requested alternative formats so that we can effectively manage our request workflow (e.g., if you drop a course, realize that the title you have is already accessible, or decide that an alternative format is not needed for any reason).

Terms of Use

Use of this accommodation provides the student with an alternative format of copyrighted material. This material is intended solely for the recipient's use in the academic accommodation of the specified course. Any misuse, alteration, or distribution of this copyrighted material to anyone other than the original recipient may result in a violation of copyright law. The original recipient of the accommodation will be in violation of the Student Honor Code and may face disciplinary action.

Fulfillment of Requests

Requests will be processed in the order they are received. Fulfillment schedules may vary by title, request parameters, and team capacity. Requests may take longer to fulfill during peak request periods:

- Fall Semester: August-September
- Spring Semester: January-February