

# DISABILITY RESOURCES & SERVICES

## Agreement for Alternative Texts

The Disability Resources & Services (DRS) office at South Mountain Community College (SMCC) works to ensure that appropriate accommodations are provided for students who are eligible for services. In order to maintain the integrity of the services offered within the letter of the law, the following rules apply to students who are requesting alternative textbooks from Learning Ally or other sources of alternative textbooks:

1. The students must qualify as having a disability that is covered by 2 U.S.C. Section 135a; 46 Stats.1487 and verified by competent authority. Documentation of the student's disability will be submitted to the DRS office. The student will meet with the DRS Manager.
2. The student must provide either a receipt for purchase or a physical copy of the textbook they are requesting in alternative format per publishing law.
3. The student must be registered for classes currently at SMCC at the time of the student's request for alternative textbook format.
4. The student will not copy or reproduce any of the specialized format texts, nor allow anyone else to do so.
5. The student agrees to notify the DRS office immediately of a course Drop/Add.
6. The student must purchase the materials that they wish to have converted and deliver them to the DRS office. If a book must be destroyed in order to convert it to an alternative format, the DRS will replace the textbook during the same semester.
7. Materials that are provided to the DRS office at least six (6) weeks prior to the start of class should be ready at the beginning of the semester. Any materials arriving afterwards will be put into production as soon as a syllabus for the class is delivered to the DRS. Converting math and science books along with highly technical material into Braille or tactile graphics will typically require more time. Textbooks will be converted in chapter order unless a course syllabus is received. No guarantees can be made as to when material will be completed unless a syllabus with due dates for assignments is received. It is the student's responsibility to contact departments or professors to obtain a copy of the syllabus for the course.