

# Conversion Policy

*Students utilizing the services and accommodations of Disability Programs and Services (DPS) at Chaffey College are responsible for familiarizing themselves with DPS policies and procedures. If students have questions regarding any of the policies and procedures they may contact their service provider at the DPS office.*

Document conversion services are provided as auxiliary aids and services as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. These services are provided when the student with a documented disability demonstrates a disability-related need for the accommodation. Provision of reading or document conversion services does not ensure or guarantee a certain level of achievement or success for the student or program participant.

Document conversion services are made available to qualified students with print disabilities. This may include students who have visual disabilities (i.e., blind or low vision), learning disabilities, Attention Deficit Disorder (ADD), Attention Deficit Hyperactivity Disorder (ADHD), visual perceptual disabilities, head trauma, and specific physical disabilities that restrict hand use to turn pages or to otherwise manipulate print material.

Students who require these services must adhere to the following guidelines and procedures:

## **STEP 1: Eligibility for Books/Print Materials in Alternate Formats**

- A. The student contacts Disability Programs & Services (DPS) prior to their first enrollment to provide appropriate disability documentation, and to thoroughly discuss their needs, requests, service procedures, and the most effective/timely means for using services and accommodations. Subsequent meetings with DPS staff before or at the beginning of each semester to discuss appropriate accommodations for that semester is strongly encouraged.
- B. If there is a disability-related need for the alternate format request and if there are auxiliary aids and services available and feasible, the student and DPS staff will discuss accommodation procedures and alternatives as well as the student's preferences as to the type of accommodations. DPS will make every reasonable effort to provide the most effective disability accommodations.

## **STEP 2: Alternate Format Procedures (in order of priority)**

### **OPTION 1: Recordings for the Blind and Dyslexic**

- A. Students qualifying for and requesting audio book services can receive accommodation via RFB&D. DPS will pay for this service on a first come/first serve basis.
- B. Students qualifying for and requesting audio book services after the DPS allocation of RFB&D books have been exhausted can receive accommodation via RFB&D, but they must register with Recordings for the Blind and Dyslexic (RFB&D). DPS has the RFB&D registration form and can sign the form to provide official documentation about the disability. Qualified students must pay the individual membership fee of \$25 and the registration fee of \$50. If the student is not able to pay the fee, DPS will recommend organizations that may pay the fee for membership for them.
- C. RFB&D offers two format choices by which to receive audio books. DAISY (Digital Audio-based Information System) books are the digital talking book standard. The DAISY book format enables text-based navigation to the level of chapters, page numbers, and paragraphs. DAISY books use special players, and books from RFB&D require an access code. DPS supplies DAISY playback devices for semester loan. Taped books from RFB&D are on 4-track variable speed cassette tapes. DPS has 4-track variable speed tape recorders/players for using the tapes. These machines are also available for semester loan. Students must receive training and sign an agreement form about proper care and return of the machines.

If a textbook is not immediately available through RFB&D, follow OPTION 2.

### **OPTION 2: Electronic Text**

If a textbook is not available through RFB&D, DPS will attempt to locate the textbook in an electronic text library.

If a textbook is not available through RFB&D or in an electronic text library, DPS will scan the textbook on computer disk for speech output.

- A. The student must purchase or provide the textbook and bring textbook to DPS.
- B. DPS cuts the binding and scans the textbook, converting the print document to computer disk for speech output. DPS will provide the media (CD-R's) for storage of their scanned textbooks.
- C. DPS provides the student with the computer files and trains the student to use screen reading, voice output, and scan and read software. (Scan and read software is available at computer stations in the DPS High Tech Computer Lab, the Library, the Success Centers and the various other computer labs.)
- D. DPS will return the cut textbook to the student upon the return of the electronic version of the text.

### **OPTION 3: AUDIO BOOKS (“In-house”)**

If an audio version of the book is necessary and no other audio book repository can provide the digital files, DPS will convert the electronic text into MP3 files.

- A. The student must purchase or provide the textbook and bring textbook to DPS.
- B. DPS cuts the binding and scans the textbook, converting the print document into a virtual format.
- C. DPS converts the electronic text into MP3 files and burns them to CD-R.
- D. DPS provides CD/MP3 players for semester loan.
- E. DPS will return the cut textbook to the student upon the return of the electronic version of the text.

**These scanned methods of electronic text and audio conversions will be used for all requests by students with learning disabilities, ADD/ADHD, visual perceptual disabilities, head trauma, specific physical disabilities as described above, and most visual disabilities.**

### **OTHER OPTIONS: Braille, Enlarged Print, Screen Magnification**

- A. Students with print disabilities may need to have print material or computer text converted to an alternative format. This may include conversion to Braille, enlarged print, or screen magnification.
- B. DPS staff will use copy machines to produce the enlarged copy.
- C. Some students may benefit from the use of magnification software and/or Closed-Circuit TV systems located in the DPS High Tech Computer Lab, the Library, the Success Centers and the various other computer labs.)

### **IMPORTANT: Appropriate Lead Time for Text Conversion**

It is the student’s responsibility to

1. Meet with Resource Specialist to establish academic plans.
2. Obtain course instructor information (i.e., contact information)
3. Enroll for classes during the appropriate priority registration window.
4. Determine the textbooks or other print material required for each class.
5. Check with the bookstore, professors, the professor's secretary or academic department to determine materials required for each course. (Some professors may not decide about textbooks or inform bookstore late about their required textbooks; therefore, it is important to directly contact professors about their textbooks/other print material. If the bookstore has not received a textbook, DPS or the professor may be able to secure an advance copy of the text from the publisher or the professor may have an extra copy that could be loaned to DPS for scanning or reading. Additionally, the professor may specify certain text chapters that must be read or which should be read first. Also, the student should find out other details about

- textbook requirements, for example, which edition of a textbook is needed. In some cases, a previous edition of a textbook may be available from RFB&D and the professor might indicate that it will be sufficient for the course if RFB doesn't have the latest edition on cassette tape or DAISY.
6. **The student is asked to request and supply the reading material information to DPS at least 3 weeks before the semester starts and before a scheduled test, quiz, or other assignment in the course which requires reading of material.** DPS can only convert materials that are in its possession. If the nature of the course does not allow the materials to be provided by the due date, DPS, the course instructor and the student will discuss whether an alternative, reasonable accommodation is available. DPS will make every reasonable effort to ensure that the student secures the material and that the taping or conversion is completed in a timely fashion.
  7. The student is responsible for contacting faculty to request information about any reading assignments in classes--this includes library materials, handouts, reading required for a research paper, or any material that may be required later in the semester
  8. The student should ask the instructor prior to the beginning of the semester whether ad hoc materials (i.e., materials assigned after the beginning of the semester) are anticipated and, if so, the student should notify DPS at the beginning of the semester that such materials may be forthcoming.

If an individual requesting any conversion services fails to comply with the time requirement stated in item #6 above, then DPS can only provide conversion services in a reasonable time period (usually 5-10 working days, depending upon workload, availability of resources, etc.).

DPS retains the right to determine the most effective and timely accommodation after appropriate consultation with the student as to her/his accommodation preference.

**IMPORTANT:** If the student receiving conversion services drops any class(es) for which conversion services have been provided, then the student may be responsible for reimbursing DPS for costs of services not used.