

Conversion Timelines

STUDENT should make every effort to discuss text conversion needs with instructors prior to enrollment.

STUDENTS are strongly encouraged to provide DPS with the Instructional Materials Checklist **at least 3 weeks prior to the beginning of the semester.**

Upon receipt of the completed Instructional Materials Checklist, the STUDENT will with DPS determine if texts and reading materials are available on tape or in DAISY format from Recordings for the Blind and Dyslexic (RFB&D). If materials are available from RFB&D, the STUDENT and/or DPS will place order and receive tapes or CD's from RFB&D.

If an individual requesting any conversion services chooses not to utilize the Instructional Materials Checklist, then DPS can only provide conversion services in a reasonable time period (usually 5-10 working days, dependent upon type and/or amount of work(s) to be converted, workload, availability of resources, etc.), once the individual provides DPS with the materials to be converted.

If materials are not available from RFB&D,

- DPS will provide electronic text for required assigned readings.
- DPS will provide necessary media CD-Rs for storage of electronic text or audio conversions.
- DPS will provide student with electronic text or audio conversions and user training for screen reading, voice output, scan-and-read technology and playback devices.