

The University of Georgia Disability Resource Center

Guidelines for Alternative Text Accommodations

- Pick up professor letter packet and attached Alternative Text forms from the DRC at the beginning of the semester.
- Complete the Alternative Text Request form and submit to the DRC Alternative Media Specialist two weeks before (refer to the “Guidelines for Requesting Book Titles”) OR as soon after the first day of class as possible.

_____ **NOTE: The minimum turn around for requested Alternative Text material is two weeks.**

The Alternative Text Request form may be submitted in one of three ways:

- 1) **ONLINE** at www.drc.uga.edu/alternativemediarequestform.html
 - 2) **PRINT** and complete the form then fax to 706-542-7719
 - 3) **MEET** with Disability Specialist to fill out form and then turn in to Alternative Media Specialist
- Meet with each instructor to discuss Alternative Text needs and/or other accommodations.
 - Provide the DRC Alternative Media Specialist with a copy of course syllabus for each requested reading as soon after the first day of class as possible.

_____ **NOTE: Conversion priority will be given to material for which a request form AND a syllabus is submitted.**

- Provide electronic or typewritten copies of in-class handouts and other required reading materials at least **two** weeks in advance or as soon as available to the Alternative Media Specialist.
- For Braille users: Make arrangements to meet with the Alternative Media Specialist as soon as possible. Some materials must be requested two semesters in advance.

- Purchase materials for which Alternative Text is requested (required by copyright laws).

It is a violation of federal law and DRC policies and procedures to share, duplicate, or distribute Alternative Text media - tapes, disks, CDs, electronic text - and could result in loss of the Alternative Text Accommodation and/or legal action.

- Pick up Alternative Text materials in a timely manner. Failure to pick up materials in a timely manner may result in suspension of the Alternative Text accommodation.
- Notify the DRC Alternative Media Specialist immediately of changes to class schedule, course syllabus, or alternative text needs.
- Return all alternative text to the DRC by the last day of finals of the semester and delete all electronic files downloaded to personal computer. These materials may not be reproduced or shared. Failure to return and/or delete Alternative Text may result in the flagging of records.

It is a violation of federal law and DRC policies and procedures to share, duplicate, or distribute Alternative Text media - tapes, disks, CDs, electronic text - and could result in loss of the Alternative Text Accommodation and/or legal action.

- Adhere to the Academic Honesty Policies as stated by the University of Georgia Office of the Vice President for Instruction (OVPI).
- Contact your Disability Specialist immediately for assistance if a difficulty should arise.

I have read and understand the guidelines outlined above. I understand that failure to follow guidelines could result in the denial of Alternative Text accommodations at the DRC.

Signed

Date

Print Name

SS#