



## Document Conversion Services Policies and Procedures

### General Policy Statement

Disability Services (DS) offers course materials in alternative formats to University of Alaska Fairbanks (UAF) students eligible to receive services. Services are provided in accordance with the Americans with Disabilities Act of 1990.

Following one year of enrollment UAF students will be expected to learn how to acquire texts independently through publishers and resources such as Resources for the Blind and Dyslexic (RFB&D). Disability Services will provide instruction, training and assistance as needed.

### To Receive Converted Documents

1. The student must be registered for classes. Document conversion must be approved as an appropriate academic accommodation by the DS coordinator. The conversion format will be agreed upon through discussion of the disability with the DS coordinator and supported by the documentation provided by the student.
2. Students are responsible for delivering books and materials (*see note regarding Copyright law below*) to be converted to Disability Services at least three weeks in advance of the anticipated time that materials are needed. The student copy of course books will in most cases be unbound for conversion purposes. Following completion of the converted format student books will be rebound with a comb binding and returned to the student. DS will make every effort to produce materials within the three week time frame. Since format conversion is time-consuming, students