

Agreement for Text Adjustments

Feel free to ask the office staff for assistance on the use of this form, for an explanation about anything it states, or to have this information in an alternative format.

Text adjustments usually take considerable time to arrange. Disability Services wants to provide the best possible adjustments in the least amount of time. For that reason the office must operate in formal ways to reduce the potential its staff will misunderstand something or make a mistake. Thus, the following conditions apply:

- 1.) An alternative text adjustments are any non-routine version of information that involves print. Examples are an audio recorded version of a book, or a Braille version, or a printed transcript of movie soundtrack. Potentially other types of text adjustments may also be arranged. To have these kinds of adjustments they must be specified on your Educational Support Plan.
- 2.) As soon as possible after registering for your courses get multiples copies of your “Adjustment Notification Memo” from the office Coordinator and obtain some Alternative Text Request Forms. Give a memo to each professor who will teach the courses and ask for a syllabus. Depending on your situation ask each professor for a list that thoroughly identifies all reading assignments (author, title, edition, publisher, copyright date, what portions should be read by what date) and ask for advanced copies of any class handouts; or, ask each professor for a written description of all audiovisual type media that will be used during the course and the dates they will occur. Quickly notify the office Coordinator if a professor seems unprepared or reluctant to provide these kinds of details.
- 3.) Use the details obtained from professors to determine the adjustments you will need and fill out the Alternative Text Request Forms. For things that are copyrighted each form may only be used to request a single adjustment (one book, one movie, etc.) so use as many forms as necessary. However, multiple “class handouts” can be listed on one form if all are from the same course and you provide a copy of Each handout when submitting the form. Multiple Internet sites can also be listed on one form if all are for the same course and you adequately describe the printed information that you’ll need from each site.
- 4.) Make an appointment with either the Text Manager or Coordinator of Disability Services to submit the completed request forms. If this is related to books or class handouts it’s strongly recommended that you get and bring copies of those items to the appointment. Be prepared to stay long enough that a good plan and mutual understanding can be developed about how these adjustments need to occur. For that kind of appointment call 715-425-3531.
- 5.) **A three weeks delay can be expected from the time you submit the request forms until any portion of the adjustment will be available. Delays can be longer if you don’t have an appointment or don’t bring copies of printed items with a list of the reading assignments.**
- 6.) For a printed item of many pages you might have to receive the adjustment in a number of smaller portions over time, versus getting it all at once. The portions would become available in such a way that you’ll be able to keep up with the professor’s schedule of assignments and tests.
- 7.) Each time you pick up a text adjustment you’ll be asked to sign and date a special form. These forms allow the office to maintain effective organization. If you do not pick up an adjustment in a timely manner the office may assume you no longer want it and postpone the adjustment. To resume a postponed adjustment you may need to discuss it with the office Coordinator.
- 8.) The above conditions can be altered for individual students, by requests, if documentation sufficiently explains why and how they need to be altered to create equal access and opportunity.

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- 9.) Immediately notify the office if you've requested a text adjustment but haven't yet received it, or the professor changes how the related materials will be used (dates, page numbers, etc.).
- 10.) Notify the office immediately if you're unsatisfied with an adjustment. Also notify the office if it's loaned other equipment that won't function.
- 11.) In many cases copyright laws will require you to eventually return the adjusted versions; they should be returned by the last day of final exams. Any equipment the office has provided must also be returned and in reasonable condition.
- 12.) UWRF will levy an appropriate charge for the replacement value of un-returned or damaged materials. Charges not paid within a reasonable amount of time can result in a "hold" placed upon your ability to register for additional courses or arrange an official copy of your transcript.
- 13.) **Due to copyright laws and for other reasons, you may NOT share or make duplicate copies of a text adjustment. For recorded versions of books your birth date and Falcon ID number needs to be provided to a non-profit organization that loans UWRF many of the recordings.**

I (please print your name) _____, Falcon ID # _____, have had sufficient opportunity to ask questions and receive adequate answers about the above conditions. I understand the conditions, my responsibilities, and by signing below agree to accept them.

Student's signature _____ Date _____

↓ **This Box For Office Use Only** ↓

Name of the student who has this option _____

Date this form was received by Disability Services _____

Manner in which the form arrived _____

Disability Services staff who received form _____

Was the form signed and dated by the student? _____

If any other paper work regarding the student was received with this form, please describe:

Signature of person completing this box _____ Date _____