

## 4.012 INSTRUCTIONAL MATERIALS FOR STUDENTS WITH DISABILITIES

### INTRODUCTION:

This policy and its associated procedures are adopted by Centralia College in accordance with the provisions of subsections (9) (a) through (9) (e) of Substitute Senate Bill 6501, Chapter 46, Laws of 2004, Disabled Students — Instructional Materials. The purpose of this law is to require any individual, firm, partnership, or corporation that publishes instructional materials for students attending Centralia College, to provide those materials in a mutually agreed upon electronic format for use by our students who have a print access disability.

### POLICY:

It is the policy of Centralia College to adhere to the provisions of Substitute Senate Bill 6501, Chapter 46, Laws of 2004, Disabled Students — Instructional Materials.

### PROCEDURES:

*Faculty Member's Responsibility:* As per the law, "the instructor of the course, in consultation with the (director of special services), shall determine which materials are required or essential to student success". Centralia College interprets this to mean that any instructional material, textual or non-textual, that is fundamental to the student's better learning the course material and/or enhancing the chances of the student to pass the course or earn a better grade in the course, may be deemed by the instructor, "essential to student success", and thus qualify under the law as material a publisher must provide in electronic format.

#### *Student's Responsibility:*

1. The student, in a timely manner, must provide sufficient professional documentation to the Office of Special Services, that warrants a request for instructional materials in an alternate format.
2. The student must certify in writing and provide proof to the Office of Special Services proof that she or he has purchased the instructional materials.
3. The student must certify in writing to the Office of Special Services that she or he:
  - is using the instructional material in connection for a course in which she or he is enrolled
  - is using the instructional materials solely for her or his own educational purposes
  - will not copy or duplicate the instructional materials provided in specialized or alternate format for use by others.

#### *Director of Special Services Responsibility:*

1. The director shall process the documentation and request for instructional materials in an alternate format according to the standards of the DSS profession and the provisions and requirements of Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 and the pertinent sections of Chapter 28B.10 RCW. The director shall respond in a timely manner.
2. The director will determine the availability of technology for the conversion of textual and non-textual instructional materials including the conversion of mathematics and science materials. This information shall inform the director's request to publishers and manufacturers. If the publisher or manufacture is unable to provide the requested format, the default format expected by the college as prescribed by law is a verified and valid HTML format that preserves as much of the structural integrity of the instructional materials as possible.
3. The director shall make a written request to the individual, firm, partnership, or corporation that publishes or manufactures the requested instruction materials. The written requests shall:
  - indicate which materials are requested and in which preferred format

- certify that the student has a print access disability that substantially prevents the student from using standard instructional materials
  - certify that either the college or the student has purchased the instructional material for use by the student
  - certify that the instructional material is for use by the student in connection with a course in which the student is registered
  - if requested by the publisher or manufacturer, provide a copy of the signed certification of the student as required in subsections 2 and 3 of the *Student's Responsibility*.
  - sign the certification on behalf of the college.
4. The director will ensure that instructional material in alternate format is protected from copying and shall take reasonable precautions to prevent students from copying or otherwise distributing specialized format version of the instructional materials that would violate the Copyright Revisions Act of 1976, as amended (17 U.S.C. Sec 101 et seq.).

Approved; President  
12/01.04