Student Disability Services

To: Instructors Providing Accommodations for Students who **Require Textbooks in Accessible Format**

This semester you have received an official letter of accommodation from Student Disability Services (SDS) that outlines the accommodation of "**textbooks converted to electronic format or assistance in acquiring books in alternative format/textbooks scanned into PDF format only/textbooks scanned through non edited OCR software**" in order to facilitate viewing and participation in the classroom.

In order to make sure this accommodation works in the manner prescribed, SDS wants to make sure the following protocols are observed:

1. The instructor should provide the titles to the textbooks they will be using for the course as far in advance as possible in order for SDS to request the titles from publishers in an accessible format. Securing titles from a publisher can take 4-6 weeks and/or scanning and converting a text to an accessible format can take 4-6 weeks.
2. If supplemental readings need to be made accessible by SDS, the instructor must provide readings in a convertible format (scanned images, PDF images, e-pub platforms, documents written in handwriting, pictures are examples of formats that are not convertible).
3. All supplemental readings that are inaccessible should be provided to SDS in a convertible format in order for SDS to convert each document into an accessible, e-text file. Materials such as scanned images, PDF images, e-pub platforms, documents written in handwriting and pictures are examples of formats that are not convertible into e text). This process can take 4-6 weeks.

Definitions:

Accessible educational materials – print and technology based educational materials, including printed and electronic textbooks and related core materials that are designed or converted in a way that makes them usable across the wide range of student variability regardless of format (print, digital, graphical, audio, video).

E-Text - Traditional print material (i.e. textbooks) are not accessible to individuals who cannot see the written or printed word. Accessibility in this context means that the format of the text is converted to an alternate digital format (i.e. e-text) such that the file can be read by adaptive technology (i.e. screen reader) or converted to Braille. These types of formats include but are not limited to MS Word, Rich Text, Adobe PDF with recognized text and they can be adapted to the users' needs using a variety for software and hardware.

SDS encourages you to pursue additional information located on our website at www.utsa.edu/disability in the Faculty Guide section.

Thank you for your time and attention to this matter and feel free to call our office at 210-458-4157 should you have further questions.