



University of Alaska Fairbanks (UAF) Disability Services
Contract and Agreement for Document Conversion

Student ID:

Student Information

Name (please print): Last First MI

Home Phone: Cell Phone:

Mailing Address: Street or PO Box City State Zip

Home Address: Street or PO Box City State Zip

Preferred E-mail:

Alternative Text Preferences

Conversion Formats:

- Microsoft Word
Adobe Acrobat
DAISY

Media:

- Compact Disk (CD)
Flash Drive (provided by student)
Other:

Delivery:

- United States Postal Service
No Delivery (retrieve at Disability Services Office)
Other:

Additional Needs and Concerns
(for office use only)

Agreement

I have met with the Disability Services (DS) Director and am aware of the Document Conversion Services Policy and Procedures. I agree to abide by the procedures outlined in this policy for provision of Document Conversion Services. I will provide DS with a syllabus copy, my textbook, and proof of purchase within a week of the first day of classes. I understand that a violation of the policy, including improper distribution of electronic text, may result in suspension of services provided to me by DS.

Student Signature

Date

Staff Signature

Date

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 are not likely to be able to be able to get materials converted "on demand" and are strongly urged to register early for classes.
3. If a student does not have a computer, converted documents can be accessed through a variety of computer labs throughout campus.
4. Materials provided by DS (e.g. equipment, tape recordings, CDs, etc.) must be returned to the DS office immediately after the semester in which the material was provided. If materials are not returned a "hold" may be placed on the student's records until materials are returned. DS provides converted materials only for the semester that the student is enrolled in the class.

Note: DS will not convert existing texts to a new format if the text is already available in an accessible format. For example, print material available on digital CD will not be converted to electronic text.

Copyright Law

Copyright law requires students to own a physical copy of the textbook being requested for conversion to an alternative format. (Copyright Revisions Act of 1976, as amended 17 U.S.C., Sec. 101 et seq.) This law also requires that accessible formats not be duplicated or shared. Students acquiring alternative formats through Disability Services must comply with these restrictions.