



-text, large print, Braille, text to speech software, etc. In keeping with the Harris Family Center for Disability and Health Policy's (

<sup>HF</sup>CDHP) policy that all students shall have equal access to educational materials, programs, facilities, admissions, and activities, <sup>HF</sup>CDHP makes every effort to provide material in alternate formats for students with disabilities.

This policy was designed to delineate <sup>HF</sup>CDHP's process to provide students approved for this accommodation with timely and effective Alternative Media Services.

#### Related Information:

The Alternative Media Center (Captioning and Speechify) to determine the best option and additional training is provided as needed.

Materials are requested specifically for the Alternative Media Request by available in digital format through WesternU or in an accessible electronic format.

Materials released to students will need to have proof of purchase (receipt) submitted each term. For students enrolled in the College of Dental Medicine or College of Optometry using Vital Source, the WesternU Campus Store can provide a textbook receipt. Students can contact them by email at [campustore@westernu.edu](mailto:campustore@westernu.edu)

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If requested materials are not available from in-house libraries or publishers, students will be notified via their WesternU email to provide a digital file or bring their hard copy books/course materials to <sup>HF</sup>CDHP for in-house scanning. Scanning, depending on size and volume, may take one to two business days. Students will be emailed when their hard copy materials are ready for pickup.

<sup>HF</sup>CDHP may cancel any textbooks/course materials requested for in-house scanning and conversion if they are not received by the requested date stated in the email. This includes digital materials that are requested for conversion. If students are unable to provide their materials by the requested date, they must contact <sup>HF</sup>CDHP immediately for an extension.

Any questions or concerns regarding the alternative media accommodation, formats provided, or difficulties accessing provided files should be directed to the Alternative Media Consultant at [disabilityaccommodations@westernu.edu](mailto:disabilityaccommodations@westernu.edu).

Alternative media is intended solely for the educational purposes of the student. According to the

<p>Alternative Media Consultant for assistance. Receipts should be submitted as PDFs, JPEG/PNG image or Word Doc to <a href="mailto:disabilityaccommodations@westernu.edu">disabilityaccommodations@westernu.edu</a> and should be labeled with the student's first initial, last name, college and graduation year, and the term the receipt is for.</p>	
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Third-party receipts and or/purchases from fellow students will not be accepted as proof of purchase.

Electronic Text (E-Text) such as Microsoft Word or Adobe PDF

Directors of Operations	President's Office		University Policy Office
Environmental Health & Safety	Procurement	X	University Student Affairs