



CONESTOGA
Connect Life and Learning

Approved by: **Academic Coordinating Committee**

Authorizer: **VP Student Affairs**

Effective Date: **January 2012**

Policy Title: **Alternate Format Policy in Compliance with the Information and Communication Standards set by the Accessibility for Ontarians with Disabilities Act**

1. INTRODUCTION

In accordance with the regulations outlined in the Accessibility for Ontarians with Disabilities Act (AODA), the College has a responsibility and a legal obligation to provide information, services and education in an equitable and accessible manner.

2. POLICY STATEMENT

Conestoga is committed to providing information, resources and communications in formats that are accessible to all students, staff, faculty and the general public. It is the policy of the institution to ensure equitable access to information and to provide, in a timely manner upon request, any text, document or multimedia resource to which an individual would normally have access in an alternate format.

3. SCOPE

The services provided in accordance with this policy appertain to students, employees and the general public. This policy relates to the design, creation, adoption and procurement of all educational materials and resources for the delivery of curricula. It applies also to all information being disseminated by the institution.

4. DEFINITIONS

Alternate Format Creation

Alternate format creation refers to the transcription or conversion of information in one format into another in order to make the content accessible, the most common conversion being the creation of electronic versions of print material. (Other examples of alternate formats include print to Braille or audio, large print, and transcription of video material.)

Instructional Materials

Instructional materials covered by this policy would include resources such as:

- course textbooks/e-books
- course packs
- course outlines/syllabi
- class handouts
- lists of required and recommended readings
- assignment information
- grading rubrics
- tests or exam materials
- audiovisual/multimedia materials
- online course content and resources
- e-learning platform tools

Verified Print Disability

To receive alternate format accommodation, students must have their need verified through the Disability Services Office. Eligibility for alternate format service is determined by the student's Disability Counselor upon review of professional disability documentation provided by the student.

5. RESPONSIBILITIES

In compliance with AODA legislation, staff and faculty are responsible for implementing the service standards designed to ensure that information is presented in an accessible way and that alternate formats are made available upon request. Conestoga has a responsibility to ensure that accessibility policies and procedures are in place, that staff and faculty members receive appropriate training, and that commensurate resources are in place to enable the organization to follow through on this commitment.

6. POLICY

6.1 General

- 6.1.1 Information made available by Conestoga through the web must be in compliance with prescribed web accessibility standards.
- 6.1.2 Upon request and within reason, those unable to access information posted on the institution's websites, whether students, employees or members of the general public, will be provided with the specified information in a format that meets their accessibility needs.
- 6.1.3 Conestoga shall ensure that adaptive technology is available as required at all campuses, enabling students with print disabilities to access course material for study and for disability related testing purposes.
- 6.1.4 Provision of materials in alternate format must be in compliance with copyright legislation and such materials are intended only for the use of the person who requires and has requested them. Further reproduction, distribution or sale is an infringement of copyright.

6.2 Academic Areas

- 6.2.1 Print course materials produced and distributed for instructional purposes will be created in an accessible, electronic format and provided, in a timely manner upon request, to students with verified print disabilities, and audiovisual materials created and presented for instructional purposes, whether in-class or online, must be captioned.
- 6.2.2 Departments and instructors are responsible for ensuring that third-party-created content or audiovisual materials used for instructional purposes are available in an accessible format in accordance with copyright regulations.
- 6.2.3 Reasonable effort should be made by instructors to select/order required course texts as prescribed by recognized deadline dates to allow sufficient time for students with print disabilities to acquire texts for conversion to alternate format.
- 6.2.4 Online course materials mounted on the institution's Learning Management System (LMS) through the Curriculum and Education Technology unit must be in an accessible format or be provided with an alternate format option.

6.3 Library

- 6.3.1 Students requiring electronic format of portions of books or journals held by the Library can request that materials be scanned and converted. Upon request, the Library will also provide in captioned format commercial DVD or video holdings that are required course materials.
- 6.3.2 In converting library holdings to accessible formats, priority will be given to those materials that are specifically designated as required or recommended course resources. Other resources (i.e., materials that a student has selected independently for the purpose of writing an essay or completing an assignment), will be converted to accessible format as resources permit.
- 6.3.3 Multimedia/video resources purchased and made accessible through the Library must be captioned or captionable, and in acquisitions of books, journals/periodicals, etc., preference will be given to purchasing resources available in an e-text format.
- 6.3.4 The library will only produce alternate/accessible format materials in cases where materials are not already available in an accessible format.

7. RELATED DOCUMENTS

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
Guide to Accessibility Standards for Customer Service (2007)
Integrated Accessibility Standard (2011)
Copyright Act of Canada (1997) amendments pending
Ontario Human Rights Code (2009)
Canadian Charter of Rights and Freedoms (1982)

Revision Log:

Revision Date	Summary of Changes
Jan 3 2012	Policy and Procedure Committee
Jan 10 2012	Degree Management Committee / Academic Forum
Jan 18 2012	Academic Coordinating Committee