

Statement Regarding Timely Adoption of Textbooks and Print-Based Instructional Materials for Students with Disabilities

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Introduction

Faculty at CSUSM typically order textbooks well in advance of the beginning of the semester. A timely decision about what texts to use and order has many benefits. It ensures books are available before classes begin, allows time for changes to be made if a book is out of print or if a new edition has been published, and enables students to sell textbooks at the end of the semester so that used textbooks can be offered at lower prices. Moreover, it ensures that students with disabilities can obtain their textbooks in time to arrange accommodations. Federal and State laws now mandate that textbooks and other course materials be provided in alternate formats (e.g., Braille, large print, audio tapes, and electronic text) for the university's students with disabilities. Because these alternate format materials must be equal in quality to and available at the same time as the materials provided to students without disabilities, textbook adoption decisions need to be made in a timely manner..

Providing every student with a textbook is not enough if the print medium is inaccessible to students with various disabilities. Technology now enables these textbooks to be accessible through conversion to accessible electronic formats. These formats provide great flexibility for meeting the needs of all students with disabilities since the digital format can be read out loud by a computer or screen reader or printed on a Braille printer. However, these accommodations require a significant amount of time and resources to process, necessitating a revision in the timeline of instructional materials adoption by our faculty.

California State University San Marcos is committed to ensuring that all campus information, resources and technologies are fully accessible to persons with disabilities. This commitment reflects a goal to provide the most effective learning environment for all students— rather than simply ensuring compliance with federal and state laws.

Through the collaborative efforts of faculty, DSS, IITS and our students with documented print impairments we can provide the delivery of materials in alternate format in a timely manner. Students with documented print impairments need to contact the DSS office in order to be evaluated to determine whether or not they are eligible to obtain course instructional materials in alternate format. Once a student with a documented print impairment is determined to be eligible, the DSS office will initiate the process of locating the course materials which need to be converted into accessible format. The DSS office will inform faculty when they have

a student with a print impairment enrolled in their classes in order to facilitate the process of determining what the required course materials are.

Best practices require that the current textbook adoption deadlines for courses with students enrolled who require alternate text be set in order to allow enough time for support staff to create or locate accessible instructional materials. No vendor will be given an advantage in this process. Faculty members will not be required to work with a particular vendor and there are no restrictions as to which materials to require or recommend for his or her classes.

Procedure Recommendations

- All faculty members who are notified by DSS that a student requiring alternate text has enrolled in their course shall submit their requests for textbook and/or print-based instructional materials within deadlines listed below.
- If necessary, for classes which DSS has identified a student requiring alternative text, the dean or designee shall be empowered to order textbooks and/or print-based instructional materials for late-hire faculty within suggested deadlines .
- If necessary, for classes which DSS has identified a student requiring alternative text, the dean or designee shall be empowered to order textbooks and/or print-based instructional materials for any faculty member who fails to meet the suggested deadlines.

Compliance

Meeting these requirements is essential for compliance with the law and to providing equal access to all of our students as reflected in our mission statement.

It is recommended that the Provost's Office develop a procedure based on this statement.

Suggested Adoption Deadlines	
Fall	Within 5 days of notification by DSS
Spring	Within 5 days of notification by DSS
Summer	Within 5 days of notification by DSS