



*University Community (faculty, staff and students)*

SUBJECT (R*)	EFFECTIVE DATE (R*)	PROCEDURE NUMBER (R*)
USE OF ADAPTED TECHNOLOGY AND ALTERNATIVE MEDIA IN ACCESSIBLE FORMAT PROVIDED BY DISABILITY RESOURCE CENTER	December 2016	2509.001g

**PROCEDURE STATEMENT (R\*)**

DRC provides reasonable accommodations to students whose disability makes it necessary for them to use adapted or assistive equipment in the classroom and out. The Disability Resource Center provides a variety of accommodations such as captioning services, qualified readers, electronic text book access, Braille materials, large print materials and magnification equipment (CCTV), and adapted computers and specialized screen reading software (JAWS). These are only some examples of auxiliary aids and services that support effective communication and reduce participation barriers for students with disabilities.

Alternative format: DRC assist faculty and students by providing classroom materials (required textbooks, assigned readings, instructor slide shows, and articles) in accessible formats when students are unable to read standard written material. Due to the length of time it takes for such requests to be completed, DRC asks that students contact their professors and requests syllabi and assigned books prior to the start of the semester. In the event a student fails to advise DRC of the need to have materials converted into accessible formats with sufficient notice in advance, the DRC will reserve the right to require that the student access the material on a text reading machine. Students are encouraged to use all assistive technology on their own when possible to avoid delay in requests. This includes downloading electronic textbooks or using a self-conversion tool that is available to all faculty, staff, and FIU students. Sensus Access file conversion tool can be opened through the DRC web site.

Equipment: Students request the use of equipment at the time they register for services with the Disability Resource Center (DRC). A DRC Access Consultant will evaluate the need for such equipment and, if appropriate for the student’s disability and reasonable in its scope, the equipment/ service requested will be provided. A student may amend his or her request for equipment at any time while registered at the DRC, by requesting it from the DRC Access Consultant and providing documentation in support of the request.

If the equipment is borrowed from DRC, an Equipment Loan Form is completed which identifies the student as well as the equipment borrowed. Equipment is loaned for as long as a student needs it, but not longer than a semester at a time. Loan requests will be renewed when appropriate. Students are required to return equipment borrowed from DRC at the end of each semester in the condition it was received, reasonable wear and tear exempted. Students will be charged for loss or damage to equipment. If a student will need equipment that is not in the possession of FIU, an Access Consultant will discuss the need for such equipment with the student and the Adaptive Technology Specialist or Assistant Director if needed. If it is determined that it is appropriate for DRC to acquire the equipment and if the acquisition of same will not cause an undue burden on DRC or the University, the equipment will be purchased or leased by DRC. If it is determined that the equipment is needed, but it does not appear that it is necessary for DRC to purchase or lease, and if the equipment can be obtained from another source, DRC will assist the student in acquiring such equipment. If the equipment is needed by the student and if the acquisition of same will create an undue burden, and if it cannot be otherwise obtained, DRC will endeavor to provide the student with an alternate and suitable solution.

Fees/Charges: DRC does not charge students for adaptive technology services, loan, or use of equipment supplied by DRC. If a student acquires the equipment from another source, the student will be responsible for the expense of such equipment.

Permits/identification Required: Students requesting the use of adaptive technology/equipment must be registered with DRC and have provide documentation of the disability which justifies the need for the alternative accommodation.

Records Management: DRC maintains records of equipment which has been purchased over the years (requisitions, purchase orders, warranty information, etc.) and records of equipment loaned to students through the record keeping tracked by Equipment Loan Forms.

Exemptions: DRC will not provide services or equipment for a student’s personal use. DRC will not provide equipment if its acquisition will result in an undue burden, but will provide reasonable alternatives other than what is requested by the student as long as student's needs are still met. DRC will not support the use of equipment in an academic program, if the use of same will cause a

substantial modification of the course or program.

Procedure Violations: Students will be held responsible for the loss or damage to equipment. Repeated abuse of equipment will result in a loss of the student's privilege to borrow or use the same. The student will be notified of such loss of privilege in writing.

### **RELATED INFORMATION (O\*)**

Under the ADA Amendments Act of 2008 (ADAAA), the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Florida Education Equity Act, and the regulations interpreting these statutes, qualified students with disabilities are required to be given reasonable auxiliary aids and services.

A description of DRC services, which gives an abbreviated version of this procedure, is contained in the University catalogue, the Disability Resource Center web site, and both the student and faculty handbooks.

### **DEFINITIONS (R\*)**

“Adapted or Assistive Equipment” is equipment which has been modified in order to allow its use by persons whose disability interferes with the use of equipment without modification (e.g., large print displays or voice synthesizers on computers); equipment specifically designed to meet the needs of a person with a disability (e.g., text enlarging equipment, text reading machines, multi-speed, multi-track tape recorders) ; or the use of equipment, whether or not adapted or specifically designed, in a context or place where equipment is not customarily used or permitted (e.g., tape recording of lectures, using computerized spelling aids during an examination).

### **HISTORY (R\*)**

#### **RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)**

Division of Student Affairs  
Florida International University

#### **RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)**

Disability Resource Center  
Florida International University  
11200 S.W. Eighth Street, GC 190  
Miami, Florida 33199  
Telephone Number (305) 348-3532

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fiu.edu/>.

For any questions or comments, the “Document Details” view for this procedure online provides complete contact information.

### **FORMS/ONLINE PROCESSES (O)**

Links to the above referenced Form(s) available in the "Document Details" Section of the online version of this policy document.

**\*R = Required**

**\*O = Optional**