

Policy Title:	Accessibility and Selection of Instructional Materials
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Governing Body:	Southern Oregon University	Policy Number:	AAD.058
Policy Contact:	Director of Human Resources	Date Revised:	
Custodial Office:	Finance and Administration	Date Approved:	July 14, 2020
Approved By:	President	Next Review:	July 2023
Related Policy:			

Revision History

Revision Number:	Change:	Date:
	Initial version	July 2020

A. Purpose

Southern Oregon University is committed to providing equal access to information resources to all individuals. Our commitment is both an ethical and legal mandate. SOU policies must comply with federal and state laws governing access to information and services for students/persons with disabilities. The successful implementation of this policy requires the active cooperation of faculty, programs, administration, staff, and students.

Students with disabilities are responsible for following established Disability Resources interactive processes for notifying the University of the need for accommodation in their courses.

The campus administration and faculty are responsible for developing plans for ensuring instructional materials are accessible to students. These plans include developing the protocols for faculty to use for:

1. Selecting accessible textbooks;
2. Compiling course packets in accessible print formats;
3. Integrating universal design and accessibility training modules into any courses that require students to create web-based instructional materials;
4. Assisting faculty to make accessible their learning management systems and the materials thereby disseminated; and
5. Selecting digital and multimedia materials used in courses.

Information Technology, the Center for the Advancement of Teaching and Learning, and Disability Resources shall develop plans and workshops to prepare faculty in making their course content and instructional materials accessible to all students.

Exceptions to this policy may be made when accessibility to instructional materials cannot be achieved in a reasonable manner. In addition, a program will need to explain why, and to what extent, compliance creates an undue burden or hardship.

This policy functions as follows:

- To provide guidance to faculty and programs on textbook and other instructional material selection options that would further universal accessibility.
- To assist in ensuring instructional materials will be accessible at the same time they are available to all students.

B. Definitions

Instructional materials – includes textbooks, course packets, handouts, maps, multimedia, digital media, web-based materials, and learning management systems.

Accessible materials – those that are readable, perceivable, and understandable by all students, regardless of disability.

Accessibility – the design of products, devices, services or environments so as to be usable by people with disabilities.

Accommodations – providing an alteration to a program, environment, information or experience in a different manner that allows an individual with a disability to gain access to content and/or complete assigned tasks.

C. Policy Statement

When circumstances exist, representatives from Disability Resources and university programs meet to help determine which courses and course materials can meet the desired accessibility criteria without causing a fundamental alteration in the course or causing an undue hardship.

The Office of the Provost, in consultation with Program Chairs, campus bookstore, and Disability Resources will establish deadlines each academic year for faculty submission of requests for instructional materials to be used in their courses. These deadlines will also comply with the requirements of the Higher Education Opportunity Act of 2008.

- The deadlines established for faculty submissions of requests for instructional materials will provide sufficient lead time for the campus bookstore to identify and secure accessible instructional materials and/or for Disability Resources to consult with publishers and other sources.
- If necessary, textbooks, course packets, and/or other resource materials assigned by faculty will be converted to formats accessible to students.

Programs have the responsibility for assuring faculty members submit their requests for instructional materials by the deadlines established by the Office of the Provost.

The faculty member teaching the course has the professional responsibility for the choice of textbook and other instructional materials for a course. Therefore, the following apply:

1. Faculty will use the protocols developed by the campus administration and the faculty community of scholars for selecting accessible text books, preparing course packets in accessible print formats, creating and disseminating web-based instructional materials, and for selecting digital and multimedia materials used in courses.

2. Faculty will use instructional materials that are in a format acceptable to the Federal Access Board Guidelines, as accessible.
3. Accessible instructional materials will be handled in a manner that upholds copyright laws and respects intellectual property rights.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

D. Policy Consultation

Faculty Senate and Policy Council. Policy was posted for community comment on May 15, 2020.

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.