

TYPE:	Academic
TITLE:	Accessibly Formatted Course Materials
NO.:	ACAD-117
RESPONSIBILITY:	Executive Vice-President, Academic and Dean, Students
APPROVED BY:	Durham College Leadership Team
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1. Introduction

Durham College (DC) strives to treat students fairly and equitably by providing inclusive, barrier-free learning environments. In keeping with requirements under the Ontario Human Rights Code and the *Accessibility for Ontarians with Disabilities Act (AODA)*, DC supports student success by providing reasonable academic accommodations, including accessibly formatted course materials, for students registered with the Access and Support Centre (ASC).

2. Purpose

The purpose of this policy and procedure is to provide a framework for the provision of accessibly formatted course materials.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

- 4.1. Students with disabilities/exceptionalities may request academic accommodation, including the provision of course materials in accessible formats, in accordance with the Ontario Human Rights Code, the AODA and DC policy.
- 4.2. The provision of accessibly formatted course materials is determined based on each student's individual needs.
- 4.3. The nature and extent of accessibly formatted course materials provided will be consistent with and supportive of the essential requirements of courses and programs.
- 4.4. Accessibly formatted course materials will be provided as soon as possible and in a timely manner that respects the need for students to access course materials simultaneously with their peers.

- 4.5. Academic employees will select the most vocationally appropriate and accessible option when choosing third-party course materials, thereby minimizing the need for students to request academic accommodation.
- 4.6. New course materials will be selected and developed using the principles of universal design for learning (UDL).
- 4.7. DC will provide resources to support the selection and development of accessibly formatted course materials.

5. Procedure

- 5.1. Wherever possible, academic employees will provide course materials in an electronic format.
- 5.2. Requesting accessibly formatted course materials
 - 5.2.1. It is a student's responsibility to meet with an Accessibility Coach from the ASC, as soon as possible, to discuss their individual learning needs.
 - 5.2.2. Students are expected to comply with timelines as per the academic calendar.
 - 5.2.3. Students are responsible for the purchase of all required student course materials for conversion to accessible formats, where accessible formats are not immediately available.
- 5.3. Providing accessibly formatted course materials
 - 5.3.1. The provision of accessibly formatted course materials is determined based on a student's individual needs, through dialogue between the student and their Accessibility Coach. Eligibility for, and authorization of, the provision of accessibly formatted course materials is determined by Accessibility Coaches in ASC.
 - 5.3.2. Academic employees, students and Accessibility Coaches will work collaboratively to facilitate the provision of course materials in accessible formats.
 - 5.3.3. Academic employees can support the conversion of teaching and course materials to accessible formats in many ways, including but not limited to:
 - Limiting the use of print-based articles not available in electronic format;
 - Requesting an electronic copy of any custom publication used, and providing the ASC with the right to use the publication for the provision of accessibly formatted course materials;
 - Reviewing electronic files to ensure UDL and accessibility standards are met; and

- Avoiding the use of password protection on any teaching and learning course materials provided to the ASC.

- 5.3.4. Academic employees will notify the appropriate Accessibility Coach of any changes to the content, delivery and/or sequence of instruction detailed in a course outline. Failure to do so may delay the production of accessibly formatted course materials.
- 5.3.5. Academic employees will ensure that copyright permission has been secured for all teaching and learning course materials. Failure to do so may delay the production of accessibly formatted course materials, as providers of accessibly formatted course materials will not service requests absent of copyright permission.
- 5.3.7. Accessibly formatted course materials may be produced in ASC, in another college department or by an external source. Timelines for the production of accessibly formatted course materials (Braille and transcription) from other departments or external sources may require considerable advance notice.

6. Roles and responsibilities

- 6.1. The Executive Vice-President, Academic, in conjunction with the Dean of Students, are responsible for ensuring that the Accessibly Formatted Course Materials policy and procedure is fully implemented.
- 6.2. Academic employees are responsible for selecting and developing course materials that are accessibly formatted and align with the principles of UDL, securing copyright permission as required, as well as advising the relevant Accessibility Coach of changes in content or sequence of instruction during the semester.
- 6.3. Accessibility Coaches and the ASC are responsible for working collaboratively with students to determine eligibility for, and authorizing the provision of, accessibly formatted course materials. Accessibility Coaches and ASC are also responsible for producing specific accessibly formatted course materials, as appropriate, and for working collaboratively with academic employees in the selection and development of accessibly formatted course materials.
- 6.4. Students are responsible for identifying the need for accessibly formatted course materials, and providing documentation to ASC as required. Students are also responsible for responding to reasonable requests for information made by ASC relevant to accommodation, for participating in discussions around possible accommodation solutions and cooperating in the accommodation process. Students must work with DC employees on an ongoing basis to assess, manage and update their needs for accessibly formatted course materials.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Multi-Year Accessibility Plan.

8. Non-compliance implications

8.1. Non-compliance with this policy may negatively impact student progression and success in their programs. It may harm DC's reputation for academic quality, result in financial risk, legal costs and/or failure to achieve the College's mission.

9. Related forms, legislation or external resources

- *Accessibility for Ontarians with Disabilities Act, 2005*
- Canadian Charter of Rights and Freedoms
- Ontario Human Rights Code
- Ontario Regulation 429/07 (Accessibility Standards for Customer Service).