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| Policy Title: | Accessibility and Selection of Instructional Materials |
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| Policy Number: | AAD.058 | Date Approved: | February 22, 2024 |
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A. Description

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, departments, administration, staff, and students.

1. This policy functions as follows:

- To provide guidance to faculty and departments 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. Definition(s)

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 – adaptations or modifications that enable a student to gain access to content and/or complete assigned tasks. Common examples are: modifications to tasks or assignments to facilitate learning or demonstrate achievement of learning objectives, changes to the classroom environment or an activity that permits a student with a disability to participate, providing accessible instructional material or alternative communication services, etc.

C. Policy Statement

1. Students with disabilities shall follow established Disability Resources interactive processes for notifying the University of the need for accommodation in their courses.
2. When circumstances exist, representatives from Disability Resources and academic departments shall collaboratively determine which courses and course materials can meet the desired accessibility criteria without

causing a fundamental alteration in the course or causing an undue burden or hardship.

3. Information Technology, the Center for the Advancement of Teaching and Learning, and Disability Resources shall develop plans, adopt appropriate tools, and provide training materials and workshops to enable faculty to make their course content and instructional materials accessible.
4. The faculty are responsibility for the choice of textbook and other instructional materials employed in their courses to support student learning outcomes. They are also responsible for making informed choices that ensure (1) their instructional materials meet accessibility needs as determined in item 2 above, and (2) that any modification to materials to meet accessibility needs are carried out in a manner that upholds copyright laws and respects intellectual property rights. To this end, faculty shall take advantage of tools and training opportunities provided by SOU, as needed.

For example:

- a. Seek guidance on selecting accessible textbooks;
 - b. Use available tools and procedures to compile course packets in accessible print formats;
 - c. Seek training and assistance to integrate universal design and accessibility training modules into any courses that require students to create web-based instructional materials;
 - d. Seek training to use available tools to make their learning management systems and the materials thereby disseminated accessible; and
 - e. Seek guidance on selecting accessible digital and multimedia materials used in courses.
5. The Office of the Provost, in consultation with Department 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.
 1. Departments have the responsibility for assuring faculty members submit their requests for instructional materials by the deadlines established by the Office of the Provost.

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

D. Relevant Authority

Faculty Senate and Policy Council.

E. Other Information

none

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.