Berkeley City College

Policy for timely adoption of textbooks for students with disabilities

Senate Recommendation 3-19-2014

Rationale

In accordance with Berkeley City College’s ongoing commitment to help students reach their educational goals it is imperative that BCC provide access to textbooks and instructional materials (including course readers and electronic reserve materials) to individuals with disabilities. This material must be equal in quality and available at the same time as materials provided to non-disabled students. Providing cost effective and e-text material as a reasonable accommodation to disabled students is an essential part of student success.

In order to comply with the Americans with Disabilities (ADA) Act, BCC’s Disabled Student Program and Services (DSPS) must receive required course material in a timely manner to allow time for the conversion of textbooks, course readers and electronic reserve materials to accessible formats. By having e-text material available before the start of a course, students with disabilities will be immediately able to get a full learning experience from the course.

**Policy on Timely Adoption of Textbooks for Students**

In order to ensure that textbooks, course readers and electronic reserve are available and accessible to all students;

1. Faculty will make all required course material (textbooks and course readers) available at least four weeks before the start of each semester. When course material is not adopted through the BCC Bookstore (online sources, conventional course reader, etc.), faculty should have their required material prepared within the four-week deadline so that DSPS can convert the material quickly should it be needed.
2. It is understood that due to a number of factors—faculty not being assigned courses until very late; curriculum changes, etc.—not all required course material can be adopted across the college within this four week period. Where curriculum allows, Department chairs will submit textbook adoptions even when an instructor has not been assigned a particular course section.
3. Department Chairs and the Office of Instruction will work with faculty in their departments to remind them of this deadline and the importance of preparing legible course readers.
4. Faculty are encouraged to work with publishers that routinely create e-text materials as part of a course-learning package.
5. Faculty are encouraged to prepare syllabi, assignments and exams with as much advanced notice as possible to likewise assist in DSPS efforts to be ADA compliant.