Accessible Curriculum Materials
Effective December 20, 2022

Upon request by a student with an approved accessible-media accommodation, Duke’s Student Disability Access Office (SDAO) will provide accessible materials in alternative formats for required and recommended course reading assignments including course textbooks, readers, handouts, materials posted to the Learning Management System and specifically required or recommended library materials. Students with approved accommodations can also submit to SDAO accessible media requests for other materials related to university business, programs, and activities, including independently identified library research materials.

Accessible Media Requests
Requests for accessible media should be submitted by the student immediately upon course registration to assist in the timely provision of accessible materials prior to the start of a semester. SDAO advises that requests be submitted at least 5 weeks before the start of classes. Students should submit an Accessible Media Request based on approved accommodations.

SDAO will contact the instructor and/or a representative from the school/department to determine what materials need to be converted. SDAO will send the student an email acknowledging receipt and stating expected completion date for the materials. SDAO will provide updates to the student if there are any modifications to the expected timeline.

Delivery of materials in alternative format are based on the following expectations:
- Deans/chairs will facilitate timely instructional assignments to allow for timely materials selection.
- Faculty/instructors will identify course materials listed on the syllabus as early as possible before the start of classes, and in general, no later than 2 weeks after receiving notice of an accessible media request. From time-to-time faculty may identify and assign course materials after the semester has begun. In such cases faculty will provide such materials to SDAO and/or the school’s Disability Service Liaison (DSL) as soon as possible after the material is identified.
- Students will inform SDAO (email: sdao@duke.edu or phone: 919-668-1267) of any schedule changes made after an Accessible Media Request as soon as possible and no later than 5 business days from the schedule change.

Delivering Accessible Media
For requests received at least 5 weeks before the start of classes, SDAO will provide all materials in accessible formats at least 3 days before the official start of classes through Duke Box or other collaborative sharing resource. If SDAO is unable to provide all materials by this deadline, it will notify the student and develop a priority conversion schedule in collaboration with the student and

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1 While first-time requestors of accessible media will need to go through SDAO’s intake and document review processes, their accessible-media request will be expedited to the extent practicable. Students making a request for the first time will generally be contacted within 1 week to establish accessible-media needs and begin the accommodation process. New students are encouraged to begin the process early.

2 The intent of this policy is to provide students with disabilities accessible curriculum materials in the same time frame as all other students. It is not intended to provide student with advance copies of materials intentionally distributed in sequence for instructional or evaluative reasons or to prevent the addition of emergent materials. In such cases the faculty member should provide those materials to SDAO and/or the DSL so that students approved for accessible course materials receive them in a timely fashion.
If production or logistical concerns arise that may impact that time frame, students will be notified.

If an Accessible Media Request is not received at least 5 weeks before a class starts, SDAO may not be able to provide all of the course's materials in the requested format 3 days prior to the start of classes. In this event, materials will be prioritized for conversion in consultation with the student and instructor. SDAO may also identify other formats that could be available sooner and/or review other aides and support to bridge any delay (e.g. reader, SensusAccess, AIRA, etc.).

Students who have made a timely request for accessible media but do not receive converted instructional materials in the same timeframe as other non-disabled students may request an accommodation for an extension of time or other alternative accommodation if unable to complete a course assignment or take an examination because of a delay.

Disagreements in the development or implementation of materials from an Accessible Media Request should be sent to the Director of SDAO (email: sdao@duke.edu or phone: 919-668-1267), who will forward the information to the Executive Director of Disability Management Systems (DMS). In attempting to resolve the disagreement, the Executive Director of DMS will consult, as needed, with the appropriated Dean or their designee. If a resolution for all parties cannot be reached within 5 business days of receiving the complaint, it will be forwarded by the Executive Director of DMS to the Executive Vice Provost or designee to make a final determination within 5 business days of receiving the complaint.

**Other Materials Request**
Students seeking conversion of other materials related to university business, programs, and activities, including independently identified library research materials should complete the form Accessible Media Request based on their approved accommodations. SDAO can generally provide conversion within 2 weeks, depending on the volume of materials and format for conversion. SDAO will provide the student with a status update on the request within 2 business days of receiving the request.