



# UNIVERSITY OF CONNECTICUT

## *OFFICE OF DIVERSITY & EQUITY*

### **Policy on Providing Information in Alternative Formats**

The University of Connecticut is committed to ensuring effective communication to all individuals, including individuals with disabilities. In keeping with this standard, the University requires that:

1. Printed materials will be made available in alternative formats upon request. Printed materials include, but are not limited to, departmental/program brochures, announcements of events and activities, newsletters, exams, applications, forms, and any other printed information made available to the general public;
2. Films and video tapes promoting departmental and program information, or related items acquired by a department or program, be closed captioned;
3. Departments and programs that sponsor public speakers, information sessions, or public performances provide qualified interpreters for individuals with hearing disabilities upon request;
4. Departments and programs establish procedures to respond to requests in a timely fashion.

Departments and programs that have extensive telephone contact with the public are encouraged to have TDDs (telephone devices for the deaf).

The University maintains a variety of assistive technology for converting printed text to audio format, enlarged print, and Braille. Please refer to the Center for Students with Disabilities, or call the center at (860) 486-2020 for the list of available assistive technology. The Center for Students with Disabilities is located at 233 Glenbrook Road in the Wilbur Cross Building in room 201.

Further, printed information placed on the Internet can be readily accessed by all individuals. Departments and programs are encouraged to put departmental information, announcements, newsletters, etc. on their Web sites.

The needs of individuals with disabilities should be taken into consideration during the design and construction of all Web sites. For information on how to create an accessible Web site, you may refer to the Universal Web Site Accessibility Policy for State of Connecticut Websites.