

Recommended Accommodations and Alternate Format Statements for Campus Publications at California State University, Chico

Accessible Communication and Participation

Equal opportunity cannot be achieved unless individuals with disabilities are aware that accommodations are available on campus. It is recommended that accommodation and alternate format statements be included, where applicable, on publications, event announcements, and Web sites. The statements should be printed in an easy-to-read font (such as Arial or Times New Roman) and placed in a location that is noticeable.

Accommodations Statements

Sample accommodation statements are provided below.

Limited Accommodation Statement

Use this version for flyers or other announcements where space constraints are severe.

All participants are welcome. If you need disability related accommodations please call (insert telephone number of the sponsor).

Full Accommodation Statement

This statement should be printed in any publication that describes a specific program or special event, for example, a seminar, film, speaker, performing arts series, employment programming.

CSU, Chico encourages all people to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please call (telephone number of the sponsor) in advance of your participation or visit.

Abbreviated Accommodation Statement

Persons with disabilities who anticipate needing special accommodations or who have questions about physical access may call (telephone number of the sponsor) in advance of the program (or film, event, etc.).

Request for Printed Information in Alternate Format

In most cases, a request for alternate format of printed material, whether for brochures, pamphlets, or event announcements, requires that a text-only electronic version of the publication or announcement be made available. Individuals can then access the information through screen-reading software or by modifying the font size, color, etc. of the printed text. If you have questions about requests for alternate format (e.g., Braille, CD, printed version with

extra large font), call Disability Support Services office, 530-898-5959, to discuss options. DSS recommends that a statement informing individuals with disabilities that the information is available in alternate formats be included on your campus publication, flyer, or event announcement.

Sample Alternate Format Statement

This publication is available in alternate formats on request. Please call (insert telephone number of sponsor).

The statement should be printed in an easy-to-read font and placed in a location that is easy to notice.

Additional Resource: <http://www.washington.edu/doi/Brochures/Programs/design.html>