



## Alternate Format Textbook Request Form

If you are a student with a diagnosed disability that prevents you from using standard instructional materials and would like to receive an alternate format, please complete this form and return to DSS at least 2 weeks prior to the start of classes each semester. DSS will contact you via email when items become available. The time required to meet a particular request is dependent upon time of semester, the format requested, and the availability of the material.

\*You must first be registered with DSS to receive accommodations.

\* If the textbook is available for purchase in an alternate format, you must purchase that version instead of the printed version.

\*You must purchase the textbook(s) and provide an original or electronic copy of your receipt before this request can be processed.

Name:	
Email:	
RIN:	
Term:	___Fall      ___Spring      ___Summer

### Requesting Alternate Format Textbooks for the following courses:

List Course Name-Section (example: BIOL 1010-03)

<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> _____	<input type="radio"/> _____

Format Preference\*: \*Requests for multiple formats will be considered on an individual basis  
\*Every effort will be made to honor the preferred format

- PDF
- DOC
- RTF
- TXT
- Audio
- Other: \_\_\_\_\_



**Textbook Information:** Please provide the following information for each of the textbooks you wish to receive in alternate format. If needed, you can provide this information in a separate document.

Title:	
Edition:	
Author:	
Publisher:	
ISBN:	

Title:	
Edition:	
Author:	
Publisher:	
ISBN:	

Title:	
Edition:	
Author:	
Publisher:	
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Title:	
Edition:	
Author:	
Publisher:	
ISBN:	

Title:	
Edition:	
Author:	
Publisher:	
ISBN:	



## Agreement on the Use of Recorded, Electronic or Other Alternatively Formatted Course Materials

I agree that I am enrolled for the semester and the particular course(s) for which I am requesting alternatively formatted instructional materials.

I have provided the designated college official with appropriate documentation of the disability that prevents me from using standard instructional material. I understand that this documentation will be kept on file at the college.

I understand that I must purchase instructional materials at the same cost as other students.

I agree that I will not copy or reproduce alternatively formatted instructional materials nor allow anyone else to do so pursuant to the requirements of the copyright revision act of 1976 as amended (17 U.S.C. §101 et seq.).

I will not share alternatively formatted materials with any other party.

I understand that any violation of this agreement may be considered a violation of the college’s Student Code of Conduct and may result in penalties including suspension and expulsion. Violations may also constitute a violation of federal and/or state laws and may result in civil or criminal prosecution, payment of fines or other moneys to the copyright holder, and/or incarceration.

**I have read and understand the policies and procedures outlined above and agree to comply with them.**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of College Representative

\_\_\_\_\_  
Date