

Alternative Text Request Form

Section 1: Student's Information

Student's Name:

855#:

Student's E-mail:

Student's Cell Phone:

Semester (i.e., Fall 2017):

Is this your first time requesting an alternative text? _____ Yes _____ No

Section 2: Policy Information

By submitting this form, you are agreeing to the following Alternative Text policies and procedures:

Criteria for Receiving Materials in Alternative Format

- Student must be currently enrolled and/or finishing an incomplete in the course for which they are requesting alternative text.
- Student should own or rent a physical copy of the textbook or other course material and provide an original receipt (copy of receipt will be made by ARC staff and original returned to the student).
- Requests will be considered on a case by case basis at which time determination will be made on the specific media format.

Timeline for Requests for Textbooks:

- Student submits book requests as soon as they are identified by the professor to graduate assistants in the Accessibility Resource Center.
- Book requests must be received by the graduate assistants at least 4 weeks in advance of anticipated need.
- During peak periods of high demand and during finals preparation, textbook conversion may take longer.
- Late requests may cause a delay in receiving materials.

Textbook and Material Conversion

- The Accessibility Resource Center will not be held responsible for any damage to the materials that occur as a result of the conversion.
- If your personal copy of a textbook is taken for conversion, upon return of textbook, student signs form acknowledging receipt of textbook from the Accessibility Resource Center.
- If completed alternative materials are not picked up within 30 days (notification by e-mail or phone), the Accessibility Resource Center Director will be notified and alternate text materials may be discarded.

Copyright:

- If the text is provided in an electronic format, it is still copyrighted.
- Students will be provided with an alternative format copy for each material required for academic use.
- This alternative text is for **your academic use, and only your** use based on your eligibility to receive academic accommodations. It cannot be distributed for universal use in class or reproduced.
- Any further reproduction or distribution of the electronic format is a copyright infringement and will result in disciplinary action.

Section 3: Book Information

Course #1:

- 1) Course Code, Title and Section:
- 2) Instructor's Name:
- 3) Instructors Email/Phone Number:
- 4) Book Title:
- 5) Author:
- 6) Edition:
- 7) ISBN 10 or ISBN 13:
- 8) Publisher:
- 9) Date of purchase (mm/dd/yy):
- 10) Location of Purchase (check at least one):
 Bookstore
 Direct from Publisher
 Other (please specify where): _____

Purchase Price paid: \$ _____

Course #2:

- 1) Course Code, Title and Section:
- 2) Instructor's Name:
- 3) Instructors Email/Phone Number:
- 4) Book Title:
- 5) Author:
- 6) Edition:
- 7) ISBN 10 or ISBN 13:
- 8) Publisher:
- 9) Date of purchase (mm/dd/yy):
- 10) Location of Purchase (check at least one):
 Bookstore
 Direct from Publisher
 Other (please specify where): _____

Purchase Price paid: \$ _____

Course #3:

- 1) Course Code, Title and Section:
- 2) Instructor's Name:
- 3) Instructors Email/Phone Number:
- 4) Book Title:
- 5) Author:
- 6) Edition:
- 7) ISBN 10 or ISBN 13:
- 8) Publisher:
- 9) Date of purchase (mm/dd/yy):
- 10) Location of Purchase (check at least one):
 Bookstore
 Direct from Publisher
 Other (please specify where): _____

Purchase Price paid: \$ _____

Course #4:

- 1) Course Code, Title and Section:
- 2) Instructor's Name:
- 3) Instructors Email/Phone Number:
- 4) Book Title:
- 5) Author:
- 6) Edition:
- 7) ISBN 10 or ISBN 13:
- 8) Publisher:
- 9) Date of purchase (mm/dd/yy):
- 10) Location of Purchase (check at least one):
 Bookstore
 Direct from Publisher
 Other (please specify where): _____

Purchase Price paid: \$ _____

Course #5:

- 1) Course Code, Title and Section:
- 2) Instructor's Name:
- 3) Instructors Email/Phone Number:
- 4) Book Title:
- 5) Author:
- 6) Edition:
- 7) ISBN 10 or ISBN 13:
- 8) Publisher:
- 9) Date of purchase (mm/dd/yy):
- 10) Location of Purchase (check at least one):
 Bookstore
 Direct from Publisher
 Other (please specify where): _____

Purchase Price paid: \$ _____

***** If you need additional books, please include the information on a separate sheet.

Section 4: Computer/Programming Information

Do you have a PC or Mac? _____

What operating system do you have? Check one.

_____ Vista

_____ Windows XP

_____ Windows 2000

_____ Windows NT

_____ Windows 7

_____ Other (please specify): _____

What programs do you have on your computer? Check all that apply.

_____ Word
If yes, what version (Word 97, etc.)? _____

_____ Adobe Reader/Acrobat

_____ Wordperfect
If yes, what version (Wordperfect 8, etc.)? _____

Do you own any type of reader software/hardware? _____ Yes _____ No

If so, what type? Check all that apply:

Kurzweil _____ Victor Reader _____ Other (please specify): _____

Do you have a membership to Learning Ally (formerly RFBD) or Bookshare?

Yes _____ If yes: which _____ No _____

How would you like to receive your alternative text file? Check all that apply.

_____ PDF file _____ Word document _____ Doesn't matter

Comments (please describe/state any additional request information):

Section 5: Consent

By signing below, you are indicating that you understand and agree to the following:

- Your compliance and cooperation with all above mentioned policies and procedures.**
- The process of ordering alternative texts can take four or more weeks depending on the book and format requested.**
- You must purchase/rent a hard copy of the book and provide our office with the receipt.**
- We will do our best, but we cannot guarantee that we will be able to provide you with the particular format you request.**
- You will need to return this form electronically via email.**

Signature

Date