**Alternative Text Request Form**

***Section 1: Student’s Information***

Student’s Name:

Student’s E-mail:

Student’s Cell Phone:

Semester (i.e., Spring 2011):

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**

* Office of Disability Services 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***

**First Course:**

1. Course Code, Title and Section (ie PSY110-60 Intro to Psychology):
2. Instructor’s Name:
3. Instructors Email/Phone No.:
4. Book Title:

Edition: Author:

ISBN 10: ISBN 13:

Publisher:

Date of Purchase (mm/dd/yy):

Location of Purchase (check at least one): \_\_\_\_ Bookstore

\_\_\_\_ Direct from Publisher

\_\_\_\_ Other (please specify where):   
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchase Price paid: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Second Course:**

1. Course Code, Title and Section (ie PSY110-60 Intro to Psychology):
2. Instructor’s Name:
3. Instructors Email/Phone No.:
4. Book Title:

Edition: Author:

ISBN 10: ISBN 13:

Publisher:

Date of Purchase (mm/dd/yy):

Location of Purchase (check at least one): \_\_\_\_ Bookstore

\_\_\_\_ Direct from Publisher

\_\_\_\_ Other (please specify where):   
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchase Price paid: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Third Course**

1. Course Code, Title and Section (ie PSY110-60 Intro to Psychology):
2. Instructor’s Name:
3. Instructors Email/Phone No.:
4. Book Title:

Edition: Author:

ISBN 10: ISBN 13:

Publisher:

Date of Purchase (mm/dd/yy):

Location of Purchase (check at least one): \_\_\_\_ Bookstore

\_\_\_\_ Direct from Publisher

\_\_\_\_ Other (please specify where):   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchase Price paid: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fourth Course:**

1. Course Code, Title and Section (ie PSY110-60 Intro to Psychology):
2. Instructor’s Name:
3. Instructors Email/Phone No.:
4. Book Title:

Edition: Author:

ISBN 10: ISBN 13:

Publisher:

Date of Purchase (mm/dd/yy):

Location of Purchase (check at least one): \_\_\_\_ Bookstore

\_\_\_\_ Direct from Publisher

\_\_\_\_ Other (please specify where):   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchase Price paid: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fifth Course:**

1. Course Code, Title and Section (ie PSY110-60 Intro to Psychology):
2. Instructor’s Name:
3. Instructors Email/Phone No.:
4. Book Title:

Edition: Author:

ISBN 10: ISBN 13:

Publisher:

Date of Purchase (mm/dd/yy):

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