

Process for Requesting Textbook Materials in an Alternate Format

Students who require textbook or reading materials in an alternate format should contact the Disability Services Office. Disability Services will inform students of the process for registering with the office and the specific documentation that should be submitted for the accommodation request. Once students are approved for the accommodation, they should follow the process below.

Process for requesting alternate format materials

Students are encouraged to contact their course instructors via email to request a list of the textbooks that will be required for the course 3 to 4 weeks prior to the start of the semester. In the message, students should inform their instructor that they require the list in advance so the Disability Services Office has an opportunity to acquire the electronic version before the class begins.

Once students know their required textbooks, the student must purchase a hard copy of each textbook.

Students must provide a copy of the receipt to the Disability Services Office as proof of purchase along with the following information for each textbook;

- Title
- Author(s)
- Edition
- ISBN

The Disability Services Office will contact the publisher directly to request the materials in the students' preferred electronic format (word, searchable pdf, etc.)

Once the Disability Services Office receives the electronic file, a copy will be burned to a disk and the student will be notified that they may come by to pick it up at their convenience.

When textbook materials are not available in electronic format from the publisher

In some instances, publishers do not have electronic versions of the textbook. When this occurs, the Disability Services Office will contact the student to see if they approve the office to cut off the binding off the textbook. If students give their approval, they will be asked to submit the textbook to Disability Services so the office can convert the text into an alternate format. Students should know that this may impact their ability to sell the book at the end of the semester.

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