

SUNY Polytechnic Institute Student Accessibility Services Agreement

Requesting Textbooks in Alternate Text Format

Alternate text formats are provided to students with verified disabilities that support this accommodation. Students using this accommodation are required to purchase a personal copy of any textbook for which they request an alternate format.

It is a violation of federal copyright law and Student Accessibility Services policies to share, duplicate, or distribute alternate text media. Disregard for this regulation may result in legal action against the violator or other sanctions or penalties.

Student Responsibilities

- Complete the Alternate Media Request form and submit to Disability Services no later than **four weeks before the beginning of classes**.

Note: If you are unable to obtain the textbook information (via the Bookmark, other vendors, instructor or academic department), contact Student Accessibility Services immediately for assistance. Late submissions of necessary textbook information may result in delayed availability of the alternate media.

You may keep an alternate format textbook as long as you own your print copy of the textbook. If you loan your book, sell your book, give your book away, or throw your book away you must return the alternate format CD to Student Accessibility Services or delete your alternate textbook file.

- You may be required by some publishers to submit a copy of your receipt. Student Accessibility Services will notify you. Please save receipts.
- Each semester, students are responsible for initiating the requests for alternate text formats **as soon as possible after registering for classes, but no later than four weeks before classes begin**.

I, _____, have read the Student Accessibility Services Agreement for requesting textbooks in alternate text format. Furthermore, I understand implementation of this accommodation is contingent upon my compliance with the policies of the Student Accessibility Services. I understand that by submitting request for textbooks, I am verifying that I have purchased them, and if requested of the publisher, could provide a receipt.

Student Signature

Date

Signature of Accessibility Services Staff

Date

Adopted with permission from Clayton State University, Morrow, Georgia