



## 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 Disability Services for Students (DSS) *at least 2 weeks* prior to the start of classes each semester. DSS will contact you via e-mail when items become available.

You must first be registered with DSS to receive accommodations. If the textbook is available for purchase in an alternate format, please 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.

**STUDENT NAME**

**E-MAIL**

**RIN**

**TERM**

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

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

**COURSE 1**

**COURSE 4**

**COURSE 2**

**COURSE 5**

**COURSE 3**

**COURSE 6**

### **Format Preference\*: Please rank**

PDF

DOC

TXT

DAISY

RTF

AUDIO

OTHER

\*Requests for multiple formats will be considered on an individual basis

\*Every effort will be made to honor the preferred format

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

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Title:

Edition:

Author:

Publisher:

ISBN:

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Title:

Edition:

Author:

Publisher:

ISBN:

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Edition:

Author:

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ISBN:

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## **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.**

Student Signature

Date

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Please **save** this form and send as a PDF attachment via e-mail to DSS@RPI.EDU with "Alternate Format Request" in the Subject line.

You may also **print** this form by clicking the button to the right and submit via mail, e-mail or fax.