Alternative Format Request Form

Please keep in mind that there is no guarantee that the text you are requesting will be immediately available. It may take as long as four weeks to obtain the requested text in alternate format.

Student Name: ________________________________
Student Phone: (___) __________________________
Student Email: ________________________________
Empl ID: ______________________________________

Course Title/Number: __________________________
Instructor Name/Contact: ________________________
Title of Text: _________________________________
Author: ______________________________________
Publisher: ____________________________________
ISBN: _______________________________________

Select a Format
☐ Electronic Text from Publisher ☐ Large Print
☐ Tactile Graphics  ☐ Braille

OFFICE USE ONLY
Date of Request: _____________________________
Date Given To Student: _______________________
Text Already In Office: _______________________

Notes/Comments:
________________________________________________________________________
________________________________________________________________________

Staff Instructions: Upon giving the student the alternate format text; attach a copy of the student’s schedule, receipt for text, and signed Alternate Format Agreement Form.

Staff Signature: ____________________________ Date Received: ________________

Rev 1/2016
Alternative Format Request Form Agreement

Effective August 15, 2004, New York State Education Law Article 15B (Section 715, also referred to as Chapter 219) will provide a direct role for publishers in the provision of alternate format textbooks and supplement my material to students with disabilities. In accordance with this law, please read and sign the following:

By signing this document, and in consideration of the provision of audio, electronic, large print, or Braille textbooks or other course materials, I acknowledge and agree to the following:

- I agree that I am enrolled for the semester and the particular course(s) for which I am requesting alternatively formatted instructional materials.
- 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 Hunter'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 provided the Office of AccessABILITY with appropriate documentation of the disability that at prevents me from using standard instructional material. I understand that this documentation will be kept on file at the college.

By signing below, I agree to the terms and conditions outlined above by the Office of AccessABILITY and agree to comply with them.

Student Signature: ________________________________        Date:___________________

Rev 1/2016