

SUNY Cobleskill DisAbility Support Services (DSS)

Requesting Textbooks and Required Readings in Alternate Text Format

General Policies:

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 DSS 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 the DSS no later than **two weeks before the beginning of classes**. Additional reading requirements should be presented to DSS as you become aware of requirement(s).

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

- Submit any printed handouts to be converted at least **two weeks** in advance. Every effort will be made to provide alternate format materials from copy that is submitted less than two weeks prior to need, but completion is not guaranteed in less than that time.
- DS appreciates returned copies at the end of the semester, if you no longer need the material.
- You may be required by some publishers to submit a copy of your receipt. DSS 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 **two weeks before classes begin**.

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

Student's Signature

Date

Signature of DSS Staff

Date