

Alternate Format Textbook – Request and Agreement

Eligible individuals requesting textbooks in alternate format (audiotexts, etc.) may complete the attached form and submit their requests to the Office of Disability Services. Authorized requests will be submitted to Rafter, Inc., our textbook vendor, who will assist in contacting the books’ publishers to expedite requests for the alternate text format. Typically, publishers request confirmation from the Office of Disability Services to authorize that a student is eligible for an alternate format. Qualifying students will be provided the alternate text format, as available, for no additional charge beyond the MHU student book rental fee.

In the event that we obtain the alternate format as an accessible PDF, individuals will be notified via MHU email. Individuals may then use text to speech assistive technology such as Natural Reader.

If the publisher is unable to provide an alternate format via PDF, the Disability Services Coordinator will contact individuals to discuss further options to ensure access. Qualifying individuals may request the use of assistive technology to scan and convert text to accessible formats at any time throughout the semester.

By submitting this form I agree to the following:

1. I am currently enrolled for these course(s) for which I am requesting alternate format materials and have paid the MHU book rental fee
2. I agree that MHU may inform publishers of the books I am requesting of the status of my eligibility as needed in order to receive alternate text formats (specific disability records are not shared; only confirmation of a student’s eligibility).
2. I will not copy or reproduce alternate format material 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.).
3. I will not share alternate format materials with any other party.
4. Upon completion of the semester I understand that Disability Services will remove my access to the alternate format PDF. Therefore, if I have purchased the book I am responsible for fully downloading the materials, should I wish to use them in the future.
5. I understand that any violation of this agreement may be considered a violation of the University Code of Student Conduct and may result in sanctions through the Office of Student Conduct. Violations, and may also constitute a violation of federal and/or state laws which may result in further penalty.

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Please type or print legibly, or attach printout of book information; forms which cannot be read will not be processed.

Course Name & Number: _____ Professor Name: _____

Book Title/Edition			
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