Policies and Procedure for Requesting Alternative Formats

Alternative Testing produces alternative formats for students with qualifying disabilities. Students who receive these services must be registered with the Student Access & Resource Center and must have this as an approved accommodation. In addition, Alternative Testing has adaptive equipment and assistive software for onsite use. Some equipment may be available for check-out.

These policies and procedures are for all students who are registered with the SAR Center and have been approved to receive alternative formats.

- Qualified students with disabilities may be eligible to receive alternative formats for their textbooks from the SAR Center. (Students must have submitted documentation and been approved for services before any alternative formats will be created).

- Students must fill out the Alternative Format Request Form in their SAR Center online student profile to receive books for their current semester courses.

- It is the student's responsibility to submit an Alternative Formats Request Form four to six weeks prior to the first class. Later requests will be filled in the order in which they are received.

- Students must submit a copy of their receipt of book purchase before digital book can be released. This can be uploaded directly to their student profile or brought to the SAR Center.

- The student is required to sign the e-Form agreement based on copyright laws found on their online student profile. The student may not revise, convert, disassemble, modify, sell, license, rent, loan or otherwise share the alternative formats to any other person.

- It is the student's responsibility to provide a course syllabus to ensure materials are being converted in the appropriate order.

- SAR Center will make every effort to give the student the format that is preferred, although we cannot always guarantee that your preferred format will be available.

- Book conversion status can be monitored via student's online profile.

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