

Alternate Format Textbook Request

The Office of Disability Services (ODS) provides alternate formatted textbooks and course materials to students with disabilities who have been approved for this service by the ODS. The use of alternate formatted materials is to provide students with equal access to educational materials. Alternate formats may include but not limited to e-texts, Daisy, and Braille formats. Alternate formats are only provided for textbooks and course materials that are required for the course. The ODS will not provide alternate formats for leisure readings.

Requests for textbooks in alternative formats should be made ***at least six (6) weeks prior*** to when it is needed. Please note that the wait time can be shorter or longer depending upon the specific materials and the format being requested. Requests will be processed on a first-come, first served basis.

Alternate formatted requests are managed through multiple sources including Access Text, Bookshare, Learning Ally, and publishers. The ODS will make every effort to locate, procure, or convert materials in the format requested, however, students should be advised that the materials may not be available in the requested format. Should this occur, the ODS will inform the student immediately and discuss alternatives.

Proof of ownership of the requested textbook must be submitted ***before*** the alternate formatted version will be given. Once the alternate formatted material has been received by the student, s/he may not copy and/or distribute the materials to others. Failure to comply could result in a violation of federal copyright law.

Please note that all requested information on the form must be completed. Incomplete requests will not be processed. If additional information about a textbook is needed, please contact your instructor.

I understand and agree to these guidelines.

Student Signature

Date



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(713)221-5078
FAX: (713)223-7445
disabilityservices@uhd.edu
<https://www.uhd.edu/student-life/disability/Pages/disability-index.aspx>

First name: _____ Last name: _____ ID: _____

Phone: _____ Gatormail: _____ @gator.uhd.edu

BOOK REQUEST #1

Course: _____ CRN: _____ Instructor: _____

Book Title: _____

Author: _____

Publisher: _____ Edition: _____ ISBN: _____

BOOK REQUEST #2

Course: _____ CRN: _____ Instructor: _____

Book Title: _____

Author: _____

Publisher: _____ Edition: _____ ISBN: _____

BOOK REQUEST #3

Course: _____ CRN: _____ Instructor: _____

Book Title: _____

Author: _____

Publisher: _____ Edition: _____ ISBN: _____

BOOK REQUEST #4

Course: _____ CRN: _____ Instructor: _____

Book Title: _____

Author: _____

Publisher: _____ Edition: _____ ISBN: _____