



## Application for Alternative Textbooks

**Student Name:** \_\_\_\_\_ **ID:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please indicate your preferred format for alternative textbooks. Not all requests for alternative formats are guaranteed; JIU will assess available format options, cost, and length of production time to provide you with an effective alternative format for your textbooks.

- Printed Text Enlargements (for low-vision users)
- Text Selectable PDFs (for sighted individuals)
- Tagged Accessible PDFs (for non-sighted individuals, includes image descriptions)
- PDF Image File (scanned images, not text selectable)
- Unedited Text Documents (Word, .rtf, .txt)
- Edited Word Document, No Tagged Images (for sighted to partially sighted individuals)
- Edited Word Document, Tagged Images (for Blind individuals)
- WYNN Documents (.wyn files- requires WYNN software)
- Kurzweil Documents (.kes files- requires Kurzweil software)
- Daisy XML 3.0 (Cutting Edge E-Text)
- Math Daisy XML 3.0 (math e-text for sighted users)
- MathPage (math e-text for blind users)
- Literary Braille (non-math Braille)
- Nemeth Braille (math Braille with tactile graphics)
- Human Read Audio (.mp3 files read by human)
- Computer Generated Audio (.mp3 files read with computer voices)
- Daisy 2.02 (audio files- only used on Daisy players)
- Not sure

### Important information to keep in mind:

- Book requests may take as long as **4-6 weeks** to fulfill, depending on the source of the alternative format. It is recommended to submit your request **6-8 weeks** in advance.
- Students requesting alternative textbooks need to submit a receipt or packing list to prove that the titles have been purchased.
- Students requesting alternative textbooks need to submit the Agreement on the Use of Recorded, Electronic or Other Alternatively Formatted Course Material form. (See page three (3) of this application.)
- Students who request alternatively formatted course materials must have a print disability and be approved for such accommodations with the Office of Disability Services.

As part of the Alternative Textbook Application, students must submit the following information for each book required in alternative format *at least* four weeks prior to the start of each new term. It is recommended that you submit your request for alternative textbooks **six to eight** weeks prior to the beginning of your course(s) to ensure you have required materials in hand prior to the course start date. JIU is not responsible for delivering alternative textbooks that you have not provided a request for at least four weeks in advance.

Please attach your receipt or packing slip with this application. Your alternative textbooks will not be released to you if the proof of purchase is not on file.

**Student Name:** \_\_\_\_\_ **ID:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Book Title</b>	<b>Author</b>	<b>Publisher</b>	<b>ISBN Code</b>	<b>Course</b>

To my knowledge, the information listed above is accurate and correct.

\_\_\_\_\_  
**Printed Student Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Student**

### **Agreement on the Use of Recorded, Electronic or Other Alternatively Formatted Course Materials**

- I agree that I am enrolled for the particular course(s) for which I am requesting alternatively formatted instructional materials.
- I have provided the Disability Services Coordinator with appropriate documentation of the disability that prevents me from using standard instructional material. I understand that this documentation will be kept on file confidentially with the Office of Disability Services.
- 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 JIU's Academic Code of Conduct and may result in penalties including 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.

Before receipt of materials, this agreement shall be signed by the student and kept on file throughout the student's continual enrollment in his or her specified program.

I have read and understand the policies and procedures outlined above and agree to comply with them.

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

Please return to:

Office of Disability Services, Jones International University  
 9697 E. Mineral Ave., Centennial, CO 80112  
 Fax: 303-784-8667      Email: disabilities@international.edu