

## **Alternative Media Guidelines**

Students who wish to request alternative media must be approved for accommodations through the Disability Resources and Services (DRS) Office. Students must request alternative media in a timely manner as publishers often get overwhelmed with requests at the beginning of each semester.

Publishers who provide alternative media require proof of purchase of the textbook. Students must provide the Disability Resources and Services Coordinator with copies of receipts to show the book has been purchased. Copies of receipts will be retained in office files. Once purchases have been verified the DRS Coordinator will work with current resources to obtain the textbook(s) in an alternative format. The DRS Coordinator will inform the student when the alternative media is ready.

The student may not violate the copyright of the book by reproducing or distributing the alternative media.