

University of Baltimore – Center for Educational Access

Requesting Textbooks and Required Readings in Alternate Text Format

General Policies:

Alternate text formats are provided to registered students with verified disabilities that support this accommodation. Students using this accommodation are required to purchase a personal copy of any textbook for which they request an alternate format.

It is a violation of federal copyright law and CEA policies to share, duplicate, or distribute alternate text media. Disregard for this regulation may result in legal action against the violator, or other sanctions or penalties.

Student Responsibilities:

- ❑ Complete the Alternate Text Format Request Form and submit to CEA no later than **three weeks before the beginning of classes**. We realize that some Professors may not have their syllabi ready and/or the required books may not yet be available; however, if the requests are submitted late, CEA cannot guarantee the request will be completed by the start of the semester. Additional reading requirements should be presented to CEA as you become aware of requirement(s).

Note: If you are unable to obtain the textbook information (via University Bookstore, instructor, or academic department), contact CEA staff (Theresa Mina: tmina@ubalt.edu) immediately for assistance. Late submission of necessary textbook information may result in delayed availability of the alternate text.

- ❑ Submit copies of textbook receipts, as well as a copy of each course syllabus to CEA as soon as they are available. The receipts prevent violation of federal copyright law and CEA policies to share, duplicate, or distribute alternate text media.
- ❑ Return all alternate text media to CEA by the last day of the semester exam period. (Note: Permission to retain media may be requested if the course requirements have not been met by the end of the semester.)
- ❑ Delete all electronic files downloaded to your personal computer by the last day of semester.

Note: Failure to return and/or delete alternate text may result in a delay of future alternate format requests.

Each semester, students are responsible for initiating the requests for alternate text formats as soon as possible after registering for classes, but no later than **three weeks before classes begin.**

I, _____, have read the CEA policies for requesting textbooks and required readings in alternate text format. Furthermore, I understand implementation of this accommodation is contingent upon my compliance with the policies of CEA.

Student's Signature

Date

Signature of CEA Staff

Date