Northeastern University

DISABILITY RESOURCE CENTER
360 Huntington Ave, **20 Dodge Hall**, Boston, MA 02115

ALTERNATE TEXT FORMAT REQUEST/TRACKING FORM

In order for your request to be processed, please:
1) **Complete the entire form** 2) **Attach Course Syllabus and**
2) **Sign your name at the bottom when finished**

Student Name (please print):_____ **Today's date:** _____

NU ID#:_____ **Email:**_____

- **What are you submitting?** (circle appropriate information)

  Textbook **Handout** **Exam** **Other:** _____

- **When do you need material? Date:** _____
  Note: If DRC needs to scan material in-house we may need to deliver the e-text to you in installments, following your class syllabus.

- **What format do you need?** PDF (default format) Braille LP Other:_____

  DRC Staff will email you when your e-text CD is ready to be picked up at DRC.

_____ _____ _____
Course Name | Course Number | Instructor Name

_____ _____ $_____
Title of Book, Hand out, or Exam | Text Author | Cost of Book (copy of receipt required)

978-_____ _____/_____ _____ _____
ISBN | Copyright Date | Edition | Publisher

SECURITY OF ELECTRONIC TEXT

- I understand that any electronic text, which may be supplied to me, is solely for my own educational purposes. I will not copy or distribute any such electronic text in violation of the Copyright Revisions Act of 1976, as amended (17 U.S.C. Sec. 101 et seq.). I understand that failure to abide by this agreement may constitute a violation of the Student Code of Conduct. I understand that a violation of that policy, including improper distribution of electronic text, may result in suspension of this service. **I further understand that it might take up to 6 weeks from the submission date for DRC to obtain or complete alternate format materials.**

_____
Signature of Student

For Office Use Only: ***ACQUISITION OF STANDARD INSTRUCTIONAL MATERIAL IN ORIGINAL FORMAT FROM PUBLISHER***

Date Ordered_____ From_____ Reply Date_____ Availability: Yes No Date Arrival at DRC_____
One of the conditions identified below must be substantiated for each request:
_____ The student has purchased or ordered the standard instructional material.
_____ The instructional material is supplied by the college to all students. _____ Other (specify):

DRC IN-HOUSE DOCUMENT CONVERSION
Date Document Conversion begun:_____ Date of Completion:_____ OR Per Syllabus
Date Student Notified of Availability:_____ Date Delivered or Student Picked up:_____