

D²A² ALTERNATE TEXT REQUEST FORM

DATE:

STUDENT:

Banner ID:

IUP EMAIL:

Phone:

The attached "Policy for Use of Alternate Format Texts" MUST BE SIGNED in order to receive your alternate text.

To obtain your textbook information, follow the directions listed below:

Step 1: Log into MyIUP.

Step 2: Click the "Academics" tab and scroll down, looking on the left side, until you come across the "Course Registration and Textbooks" section.

Step 3: Select "Print Your Booklist." This will take you to another screen and prompt you to select the current semester.

Step 4: After selecting the current semester and submitting your selection, click "Get Booklist." This screen will list the author's name in bold, the title of the textbook, the title of the course, and the ISBN (this number will start with 978). Please make sure to include the ISBN of each textbook to ensure that you receive the correct alternate text.

Fill out all of the information below for your required books that you would like to receive in alternate format text.

1. TITLE: _____ Author: _____

EDITION: _____ ISBN: _____

CLASS (include section): _____ Publisher: _____

2. TITLE: _____ Author: _____

EDITION: _____ ISBN: _____

CLASS (include section): _____ Publisher: _____

3. TITLE: _____ Author: _____

EDITION: _____ ISBN: _____

CLASS (include section): _____ Publisher: _____

4. TITLE: _____ Author: _____
EDITION: _____ ISBN: _____
CLASS (include section): _____ Publisher: _____
5. TITLE: _____ Author: _____
EDITION: _____ ISBN: _____
CLASS (include section): _____ Publisher: _____
6. TITLE: _____ Author: _____
EDITION: _____ ISBN: _____
CLASS (include section): _____ Publisher: _____
7. TITLE: _____ Author: _____
EDITION: _____ ISBN: _____
CLASS (include section): _____ Publisher: _____
8. TITLE: _____ Author: _____
EDITION: _____ ISBN: _____
CLASS (include section): _____ Publisher: _____
9. TITLE: _____ Author: _____
EDITION: _____ ISBN: _____
CLASS (include section): _____ Publisher: _____
10. TITLE: _____ Author: _____
EDITION: _____ ISBN: _____
CLASS (include section): _____ Publisher: _____
11. TITLE: _____ Author: _____
EDITION: _____ ISBN: _____
CLASS (include section): _____ Publisher: _____

Banner ID

Last Name, First Name

POLICY FOR USE OF ALTERNATE TEXT FORMATS

- I. I certify that I have a diagnosed disability or condition which permits me access to alternate text formats (e.g., audio, digital/eBook, etc.).
- II. I certify that I have purchased a copy of any textbook for which I am requesting in an alternate format text.
- III. I understand that this alternate format text is exclusively for my own use.
 - a. I will not share the alternate format text with anyone else.
 - b. I will not make any copies of the alternate format text.
 - c. I will not post the alternate format text or make it available online.
- IV. I understand that violating this contract constitutes a violation of the Copyright Law of the United States of America, as amended (17 U.S.C. Sec. 101 et seq.).
- V. I understand that violating this contract constitutes a violation of Indiana University of Pennsylvania's Academic Integrity Policy and Procedures, specifically Section II, Number 8:
 - a. "...violating the terms of intellectual property rights, in particular software license agreements and copyright laws; using information resources to monitor another user's data communications or to read, copy, change, or delete another user's files or software without permission of the owner; using or installing or attempting to use or install software not properly licensed."
- VI. I understand that failure to abide by this agreement may lead to judicial and/or civil legal proceedings.

I, _____, have read the above and agree to the terms and conditions.

Signature

Date