



THOMAS MORE UNIVERSITY

Office of Student Accessibility

Alternative Format Materials Policy and Procedure

Policy

The Office of Student Accessibility is committed to providing required course material in alternative formats to those who have a documented need for it in order to access the course in which they are enrolled. Commonly used alternative formats include, but are not limited to, audio recordings, e-text, and Braille. The Office of Student Accessibility has the right to select the process for acquiring and delivering alternative format materials.

To facilitate timely delivery of your converted materials please make your requests as early as possible, but at least 3 weeks in advance of when you will need the materials.

Process

After registering for classes, you will need to complete the Alternative Format Request Form (see opposite side)

You will need to provide the following:

- Class information (course code, section, instructor name)
- Book information (book title, edition, author, International Standard Book Number (ISBN))
- Textbook rental receipt; see <https://mytmu.thomasmore.edu/ics> to access the information on your ordered text
- Contact professor to request course material be delivered in the appropriate format. Also, request the order of text material to be covered
- Once received, review your alternative text for any problems. If you do come across any issues, notify the Office of Student Accessibility immediately so they can resolve the issue.

Textbooks require three weeks and other materials require up to three days. Request early!

Office of Student Accessibility
333 Thomas More Way
Crestview Hills, KY 41017
859-344-3541
disability@thomasmore.edu



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Alternative Format Materials Request Form

Student Name: _____ ID Number: _____
E-mail Address: _____ Phone Number: _____

Table with 4 columns: Course Number and Section, Book Title & Edition, Author, ISBN. Contains 4 empty rows.

In requesting these materials, I understand:

- The alternative format is for use only by the student in connection with a course in which I am registered, course information is provided above
• The text is a required text for the course(s)
• The student will use the alternative format solely for their own educational purposes
• The student will not copy or duplicate the alternative format for use by others
• The Office of Student Access and Accessibility may need to disclose the student's name and contact information upon request of the publisher
• Understand that some processes can take at least 3 weeks based on the materials needed

This request is made in accordance with the Copyright Revisions Act of 1976, as amended (17 U.S.C. Sec. 101 et seq.)

Signature: _____ Date: _____

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