

Spring 2008 Alternative Media Request Form

Information:

Student Name:

E-mail Address:

Today's Date:

Approximate Time:

Specialist:

Book Information

Alternate Format Needed:

Book 1

Title:

Author:

Edition:

ISBN:

Course:

Book 2

Title:

Author:

Edition:

ISBN:

Course

Book 3

Title:

Author:

Edition:

ISBN:

Course:

Book 4

Title:

Author:

Edition:

ISBN:

Course:

Book 5

Title:

Author:

Edition:

ISBN:

Course:

If more than 5 books are requested please attach additional page with book information.

Alternative Media Agreement Form

1. Eligibility of this service is determined by the Disabled Students' Program and Disability Specialist and is based in part on the professional documentation provided by the student.
2. Alternate Media must be requested each semester needed. The appropriate request form must be filled out and given to the Alternative Media Specialist (form is attached).
3. Students requesting materials in alternative formats must own a physical copy of the textbook or other course material, or obtain said materials before the alternate media will be distributed (proof of purchase is required).
4. Requests for materials in alternative format will be considered on a case-by-case basis. Once a request is made, preference will be given to the format specified by the student. However, the recommendation of DSP professionals will be used in determining the specific media format for each academic course.
5. Alternative format requests must be submitted as soon as the student learns of their need; late requests will be honored provided that the student making the request understands that the Alternative Media Specialist will set the timeline for completion of the work accordingly.
6. Turn-a-round times for alternative format requests are determined on a case-by-case basis. Upon review of material to be formatted and converted, the Alternative Media Specialist will notify the student of the projected completion date. DSP will make every effort to complete the request in a timely manner.
7. The student will not copy or reproduce any material provided by DSP, nor allow anyone else to do so. Misuse of this material may result in disciplinary action by the University of California, Berkeley.
8. Students will be provided with one alternative format copy for each material required for academic use. The electronic file is copyrighted and may not be reproduced or distributed and is exclusively for use by persons with disabilities. Any further reproduction or distribution is an infringement.
9. Questions regarding alternative format should be addressed directly to the Alternative Media Specialist, Martha Velasquez [e-mail mvelasquez@berkeley.edu].

Student's Name (please print): _____

Student Signature: _____ Date: _____