



# IVCC ODS Alternative Text Accommodations Policy and Procedure

## STUDENT RESPONSIBILITIES:

1. Register and complete intake process with the Office of Disability Services (ODS).
2. Six weeks prior to class, complete the ALT form. Check with the bookstore or IVCC online bookstore for book ISBN#s required for each course **prior to the beginning of each semester**. If the bookstore does not have the information check with the instructor **prior to the beginning of each semester**. **The ISBN# must be the number on the back cover of the book not on the packaging. We will not search for the correct ISBN#.**
3. Submit **both** the completed **ALT Form** and an **8 GB NEW UNUSED flash/thumb** drive to ODS as soon as you have the ISBN numbers for your books.
4. Notify ODS **immediately** of changes to class schedule, and alternative text needs.
5. Purchase textbooks. Copyright laws require proof of textbook purchases for each request. **Make a copy of your receipt from the book store for the ODS to keep on file as proof of purchase.**
6. If brailled materials needed, meet with the ODS as soon as possible- must be requested 2 semesters in advance.
7. You will be notified by e-mail and phone when the materials are ready. **At the time of pick up you must provide our office with a copy of your receipt from the book store. No copy of book receipt means no ALT format.**
8. After finals, **delete** all electronic files downloaded to your personal computer and on your flash/thumb drive. Your failure to delete Alternative Text may result in the flagging of records. **It is a violation of federal law and IVCC ODS policies and procedures to share, duplicate, or distribute Alternative Text (digital media or electronic text) and could result in loss of the Alternative Text Accommodation and/or legal action. It is the student's responsibility to delete files not the ODS office.**
9. Adhere to the Academic Integrity, Section V, in the IVCC Student Rights & Responsibilities Student Code of Conduct

By signing this document, I acknowledge that I have read the above and understand same.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Disability Services Coordinator

**Note: Noncompliance on the part of the student with procedures stated above may result in delays in or denial of the provision of accommodations.**

## OFFICE OF DISABILITY SERVICES ALTERNATE TEXT FORMAT RESPONSIBILITIES:

1. Determine if request is an appropriate accommodation under the American with Disabilities Act Amendment Act.
2. Process Alternative Text Request forms from the student, order ALT, and download ALT files to student flash drive.
3. Send email notification when materials are ready for pickup.
4. Collect student copy of the bookstore receipt showing proof of book purchase.
5. Train on the use of alternate text.
6. Maintain records of the Alternative Text process.



# ALTERNATIVE TEXT REQUEST FORM

Please return this completed form to the Disability Services Office, Room C-211

Student Name \_\_\_\_\_ ID# \_\_\_\_\_ SU \_\_\_ FA \_\_\_ SP \_\_\_

Phone with Voice Mail \_\_\_\_\_ Phone with Voice Mail \_\_\_\_\_

E-Mail \_\_\_\_\_ E-Mail \_\_\_\_\_

**PRINT LEGIBLY.**

ALL REQUIRED ISBN #'S MUST BE **ONLY FROM THE BACK OF THE TEXTBOOK NOT THE BUNDLE ISBN #.**  
We do not look up the correct ISBN numbers for you. We can only order if we have the correct ISBN#.

\_\_\_\_ Completed Form    \_\_\_\_ **NEW** Flash Drive    \_\_\_\_ Copy of Receipt

**Request #1**

Course Name and # \_\_\_\_\_ Section # \_\_\_\_\_ Instructor Name \_\_\_\_\_

Title \_\_\_\_\_

Author/s \_\_\_\_\_ Edition \_\_\_ Copyright \_\_\_\_\_

ISBN 10: \_\_\_\_\_ ISBN 13: \_\_\_\_\_

Publisher \_\_\_\_\_

**Dates:**

Ordered \_\_\_\_\_ In \_\_\_\_\_ Downloaded \_\_\_\_\_ Contact by Phone \_\_\_\_\_ Email \_\_\_\_\_ Received \_\_\_\_\_

**Request #2**

Course Name and # \_\_\_\_\_ Section # \_\_\_\_\_ Instructor Name \_\_\_\_\_

Title \_\_\_\_\_

Author/s \_\_\_\_\_ Edition \_\_\_ Copyright \_\_\_\_\_

ISBN 10: \_\_\_\_\_ ISBN 13: \_\_\_\_\_

Publisher \_\_\_\_\_

**Dates:**

Ordered \_\_\_\_\_ In \_\_\_\_\_ Downloaded \_\_\_\_\_ Contact by Phone \_\_\_\_\_ Email \_\_\_\_\_ Received \_\_\_\_\_

**Request #3**

Course Name and # \_\_\_\_\_ Section # \_\_\_\_\_ Instructor Name \_\_\_\_\_

Title \_\_\_\_\_

Author/s \_\_\_\_\_ Edition \_\_\_ Copyright \_\_\_\_\_

ISBN 10: \_\_\_\_\_ ISBN 13: \_\_\_\_\_

Publisher \_\_\_\_\_

**Dates:**

Ordered \_\_\_\_\_ In \_\_\_\_\_ Downloaded \_\_\_\_\_ Contact by Phone \_\_\_\_\_ Email \_\_\_\_\_ Received \_\_\_\_\_

**Request #4**

Course Name and # \_\_\_\_\_ Section # \_\_\_\_\_ Instructor Name \_\_\_\_\_

Title \_\_\_\_\_

Author/s \_\_\_\_\_ Edition \_\_\_\_ Copyright \_\_\_\_\_

ISBN 10: \_\_\_\_\_ ISBN 13: \_\_\_\_\_

Publisher \_\_\_\_\_

**Dates:**

Ordered \_\_\_\_\_ In \_\_\_\_\_ Downloaded \_\_\_\_\_ Contact by Phone \_\_\_\_\_ Email \_\_\_\_\_ Received \_\_\_\_\_

**Request #5**

Course Name and # \_\_\_\_\_ Section # \_\_\_\_\_ Instructor Name \_\_\_\_\_

Title \_\_\_\_\_

Author/s \_\_\_\_\_ Edition \_\_\_\_ Copyright \_\_\_\_\_

ISBN 10: \_\_\_\_\_ ISBN 13: \_\_\_\_\_

Publisher \_\_\_\_\_

**Dates:**

Ordered \_\_\_\_\_ In \_\_\_\_\_ Downloaded \_\_\_\_\_ Contact by Phone \_\_\_\_\_ Email \_\_\_\_\_ Received \_\_\_\_\_

**Request #6**

Course Name and # \_\_\_\_\_ Section # \_\_\_\_\_ Instructor Name \_\_\_\_\_

Title \_\_\_\_\_

Author/s \_\_\_\_\_ Edition \_\_\_\_ Copyright \_\_\_\_\_

ISBN 10: \_\_\_\_\_ ISBN 13: \_\_\_\_\_

Publisher \_\_\_\_\_

**Dates:**

Ordered \_\_\_\_\_ In \_\_\_\_\_ Downloaded \_\_\_\_\_ Contact by Phone \_\_\_\_\_ Email \_\_\_\_\_ Received \_\_\_\_\_

**Request #7**

Course Name and # \_\_\_\_\_ Section # \_\_\_\_\_ Instructor Name \_\_\_\_\_

Title \_\_\_\_\_

Author/s \_\_\_\_\_ Edition \_\_\_\_ Copyright \_\_\_\_\_

ISBN 10: \_\_\_\_\_ ISBN 13: \_\_\_\_\_

Publisher \_\_\_\_\_

**Dates:**

Ordered \_\_\_\_\_ In \_\_\_\_\_ Downloaded \_\_\_\_\_ Contact by Phone \_\_\_\_\_ Email \_\_\_\_\_ Received \_\_\_\_\_

**Request #8**

Course Name and # \_\_\_\_\_ Section # \_\_\_\_\_ Instructor Name \_\_\_\_\_

Title \_\_\_\_\_

Author/s \_\_\_\_\_ Edition \_\_\_\_ Copyright \_\_\_\_\_

ISBN 10: \_\_\_\_\_ ISBN 13: \_\_\_\_\_

Publisher \_\_\_\_\_

**Dates:**

**Ordered** \_\_\_\_\_ **In** \_\_\_\_\_ **Downloaded** \_\_\_\_\_ **Contact by Phone** \_\_\_\_\_ **Email** \_\_\_\_\_ **Received** \_\_\_\_\_

**Request #9**

Course Name and # \_\_\_\_\_ Section # \_\_\_\_\_ Instructor Name \_\_\_\_\_

Title \_\_\_\_\_

Author/s \_\_\_\_\_ Edition \_\_\_\_ Copyright \_\_\_\_\_

ISBN 10: \_\_\_\_\_ ISBN 13: \_\_\_\_\_

Publisher \_\_\_\_\_

**Dates:**

**Ordered** \_\_\_\_\_ **In** \_\_\_\_\_ **Downloaded** \_\_\_\_\_ **Contact by Phone** \_\_\_\_\_ **Email** \_\_\_\_\_ **Received** \_\_\_\_\_

**Request #10**

Course Name and # \_\_\_\_\_ Section # \_\_\_\_\_ Instructor Name \_\_\_\_\_

Title \_\_\_\_\_

Author/s \_\_\_\_\_ Edition \_\_\_\_ Copyright \_\_\_\_\_

ISBN 10: \_\_\_\_\_ ISBN 13: \_\_\_\_\_

Publisher \_\_\_\_\_

**Dates:**

**Ordered** \_\_\_\_\_ **In** \_\_\_\_\_ **Downloaded** \_\_\_\_\_ **Contact by Phone** \_\_\_\_\_ **Email** \_\_\_\_\_ **Received** \_\_\_\_\_

**Request #11**

Course Name and # \_\_\_\_\_ Section # \_\_\_\_\_ Instructor Name \_\_\_\_\_

Title \_\_\_\_\_

Author/s \_\_\_\_\_ Edition \_\_\_\_ Copyright \_\_\_\_\_

ISBN 10: \_\_\_\_\_ ISBN 13: \_\_\_\_\_

Publisher \_\_\_\_\_

**Dates:**

**Ordered** \_\_\_\_\_ **In** \_\_\_\_\_ **Downloaded** \_\_\_\_\_ **Contact by Phone** \_\_\_\_\_ **Email** \_\_\_\_\_ **Received** \_\_\_\_\_