Northeastern University Disability Resource Center

ALTERNATE TEXT FORMAT REQUEST/TRACKING FORM

Please: 1) complete the entire form, 2) attach Course Syllabus and 3) sign your name at the bottom when finished
Requests will not be processed without full completion of this form

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

Email:_____ Phone:_____ IM/Other: _____

Circle the appropriate information:
What are you submitting? Textbook Handout Exam Other

When do you need material? Date needed by:_____ **OR** Per Syllabus at least 2 weeks before each Reading Assignment due date

How do you want to receive the material? Pick up CD at DRC Send as Email to Northeastern account

What format do you need? MS Word RTF PDF Braille Large Print

_____ _____ _____
Course Name Course Number Instructor Name

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

_____ _____/_____ _____ _____
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 Date

For Office Use Only:

ACQUISITION OF STANDARD INSTRUCTIONAL MATERIAL IN ORIGINAL FORMAT FROM PUBLISHER

Publisher Availability: ____Y or ____N Date Ordered_____ 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:_____

Date Student Notified of Availability:_____ Date Delivered or Student Picked up:_____